

Office Equipment and Furniture Donations

If You Are Not for Zero Waste, How Much Waste Are You For? – By Cory Bytof, City Manager's Office

Time to get rid of stuff? Raise your hand if you have some items sitting around the office or department that are usable by someone, but have outlived their usefulness to you and your co-workers. Things like old typewriters, office chairs that don't fit your new desk, or seven mismatching inbox trays (time to put 'em in the "out" box).

Did you know?

- Many of these items still have a life and are in demand by others (even typewriters!)
- City surplus equipment can be donated to a nonprofit if it is worth less than \$1,000
- The City has a donations procedure and tracking form you can use to donate equipment and furniture
- Someone still has their hand up. Very funny.



What you can do:

Don't just call Facility Repair! *Don't* just send them to the landfill! Do put them up for adoption instead!

Follow ***these simple protocols*** and get those items in the hands of hoarders... or others that have a use for them:

1. Take a photo of each item and send them out by email to City-wide distribution. Nine times out of 10, someone will take your items. Make sure they know they need to pick it up from you. *Remember, Facility Repair is only available for the occasional difficult-to-move item.*
2. Take items to Salvation Army or Goodwill or post to Craigslist. Use the [Surplus Equipment Donation Form](#) to document your donation to charity.
3. Take all electronic equipment and computer-related items to [Renew Computers](#) on Andersen Drive.

Find out more and save this resource for later when you need it: CityofSanRafael.org/GreenTeam.

And don't hesitate to contact anyone on the Employee Green Team if you have questions or need help.

Thanks for your assistance in helping San Rafael become a Zero-Wasteland.

**Love,
Your Employee Green Team**