

To: TBRHSC – ALL Departments
From: Phil Thompson, Director, Support Services
Date: May 5, 2023
RE: Spring Time Clean-up

Support Services would like to extend an opportunity for departments to purge equipment, furniture, electronics or other items that are of no further use nor will be of any use in future. These items may be brought down to Disposal Alley during the week of May 29th through June 1st.

Please bring items down to 'Disposal Alley' (map below) on the day your floor has been assigned below. This is a very busy hallway. In order to keep our hallway safe and avoid congestion, **please adhere to the date assigned to your floor.**

- Does not apply to medical/other supplies (equipment/electronics/furniture only)
- Disposal forms will not be required unless the equipment is greater than \$1,000 at original time of purchase (use best judgement if unknown)
- Anything that could contain data, medications, or contents must have completed disposal form
- If items are too large, or require a cart, please make prior arrangements the week before (May 22-26) by contacting Jennifer Svane at ext. 6202/ jennifer.svane@tbh.net.

May 29 –Third Floor

May 30 – Second Floor

May 31 – First floor (*excluding Stores, Maintenance, NFS, MDRD, Housekeeping*) additional information will be provided directly to those managers.

June 1 – 984 Oliver Rd (Medical Building)

Where to
drop off
your items
for disposal

