

MEMO

To: TBRHSC Director's, Manager's, Coordinators, and Senior Administration

From: Phil Thompson, Director, Support Services

Date: June 4 - 7, 2024

RE: MEMO: Department Equipment Purge (All Department) – June 2024

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 the first week of June:

Tuesday June 4 to Thursday June 7.

Please bring items down to 'Disposal Alley' (Map attached) 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 attached.
- If items are too large, or require a cart, please make prior arrangements the week before (May 28-31) by contacting Jennifer Svane ext. 6202 jennifer.svane@tbh.net

Tuesday June 4 – Third Floor

Wednesday June 5 – Second Floor

Thursday June 6 – First floor (excluding Stores, Maintenance, NFS, MDRD, Housekeeping)
additional information will be provided directly to those managers.

Friday June 7 – 984 (Professional Building)

Where to
drop off
your items
for disposal

