**ASSET AND ELECTRICAL EQUIPMENT DATABASE**

**DELETION OF EXISTING ENTRIES**

The College required us to maintain a directory of all assets costing over £1000.00 plus for electrical safety an equipment database. Items are added to the Asset inventory as they enter the Department; therefore this form covers:

* Permanent disposal (e.g. WEEE) (*Safety-remove mains lead from electrical equipment*).
* Permanent removal to other institutions
* Permanent donation to other institutions, schools, etc.
* Approval

and needs to be completed if any barcoded item is being permanently removed from the Department. **Computer equipment must be reviewed by ICT.** There is no need to complete this form if the equipment will shortly be returned (e.g. it is being taken to another lab for a scheduled experiment).

**Attach ICT Service Desk label (if applicable)**

**Attach Blackett Laboratory Asset barcode label**

**Brief description of Equipment:**

………………………………………………………………………………………………………………………..…………………………………………………

……………………………………………………………………………………………………………………………………..……………………………………

**Disposal:**

This item of equipment is being removed from the Department to be destroyed.

**Print name:** ……………………………………………………….

**Signature:** ……………………………………. **Group:** ………………………….………….  **Date:** …………………………………

**Permanent Removal or Donation:**

This item of equipment is being permanently removed or donated to:

……………………………………………………………..

……………………………………………………………..

……………………………………………………………..

It is in safe as reasonably practicable condition, contains no undisclosed hazardous substances and the attached disclaimer has been completed.

**Print name:** ……………………………………………………….

**Signature:** ……………………………………. **Group:** ………………………….…………. **Date:** …………………………………

**Approval countersigned: HoG:** …………………………………………………..

**Number of items:** …………………………………… **Date:** ………………………………….

Barcoded equipment disposal form return to Facilities, Blackett room 216.