



Member of staff has item
If unsure of suitability for WarpIT, check advice on webpages or contact estates-warpit@gla.ac.uk

Recycle/dispose
Please see current waste management guidelines, approximate cost **£40**

Reuse via WarpIT

Item remains *in situ*

Item cannot remain *in situ*

Member of staff loads item onto WarpIT

Check with estates-warpit to evaluate item

Estates-warpit team evaluates item

Wait for item to be claimed
Please allow period of at least 1 month

If unsuitable, recycle/dispose
Please see current waste management guidelines

If unsuitable, staff member disposes item

If suitable, estates-warpit team transfers it to Govan via E&B helpdesk (item location changed to Govan on website)

Item not claimed

If suitable, member of staff loads item on to WarpIT (location as Govan furniture store)

Wait for item to be claimed
Please allow at least 3 months

Item claimed on WarpIT
Claimant arranges uplift either in person or via E&B help-desk at the cost of **£10**

Arrange for item to be transferred to Govan
Via E&B helpdesk at the cost of **£15**

Item not claimed

Item claimed on WarpIT

E&B team deliver item

Wait for item to be claimed
Please allow at least 3 months

Recycle

Claimant sets item as collected on WarpIT

Item claimed on WarpIT

Item not claimed

Charity

Charity

Recycle