

VU Recycling vs. VU Plant Operations Surplus

Instructions for Placing Work Orders

Who can utilize the VU Recycling and VU Surplus services?

Any VU personnel regardless of whether they occupy space in a VU or VUMC building.

If I am in a VUMC building, why shouldn't I place these work orders with VUMC?

Both of these types of work orders are FREE to VU personnel. VUMC will pick up computers/monitors for free. However, they charge an hourly labor rate for Storage Services to come pick it up. The charge starts when the movers leave the Chestnut warehouse and stops once they return and disposition the equipment. Under the indirect costs, both VU and VUMC cover whatever expense they incur when disposing of the equipment

How do I place a request?

You can call 3-WORK or 4-WORK and the Plant Operations office will take the information from you and place a work order. Or, you can place a Facility Service Request (FSR) on the VU Plant Operations website at the link below. On the main page, click on "Report a problem or Submit a service request". Next, you will select the option for "Report a Non-Housing Problem (Facility Service Request)". You will then fill in all the required fields. *Please note: the form requires that you provide a center number. Please enter "Building Charge" in to the field.

<http://www.vanderbilt.edu/plantops/>

What should I include in the DESCRIPTION section?

For large items (centrifuges, freezers, incubators, shaker tables, furniture) needing to be picked up by the VU MOVE CREW, provide information about the number and type of equipment needing to be picked up. Then include this verbiage exactly as written, "**This is a SURPLUS PICKUP request**".

For electronics (computers/printers/monitors) and small lab equipment needing to be picked up by a RECYCLING TECHNICIAN, provide information about the number and type of equipment needing to be picked up. Then include this verbiage exactly as written, "**This is a SPECIAL RECYCLING request**".

My lab is moving and I have some equipment for recycling and some for surplus. Now what?

You will need to place two different FSRs. Recycling and Surplus have specialized teams which handle the requests. Although both are free of charge, each program needs to be able to account for the expenses which they incur (i.e., labor and disposal fees). Separate work orders are how they can do this.