**Waste Electrical and Electronic Equipment (WEEE) Form**

Please ensure that the electronic waste does not block any corridors or fire exits and is kept separate from all other waste types prior to collection / removal to the waste yard.

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| **Collection details** | |
| **Service/Unit/Department:** |  |
| **Contact Name: (for collection)** |  |
| **Contact Number:** |  |
| **Building:** |  |
| **Collection Point:** |  |

|  |  |
| --- | --- |
| **Waste Electrical Items** | |
| IT Items | Number |
| PC |  |
| Laptop |  |
| Docking Station |  |
| Screen |  |
| Keyboards |  |
| Mouse |  |
| Non IT Items |  |
| TV |  |
| Undercounter Fridge/ Freezer |  |
| Fridge / Freezer |  |
| Phone |  |
| Boxed cables |  |
| Kettle |  |
| Coffee machine |  |
| Light fittings |  |
| Fan |  |
| Heater |  |
| Other – Must state type, size and quantity (attach photo is equipment is particularly large / lab equipment) |  |

|  |  |
| --- | --- |
| **Declaration** |  |
| I confirm that:   * The information I have provided above is accurate * Any equipment that may have contained any potential biological or chemical hazards has been fully decontaminated. | |
| **Sign or X:**  **Please place 'X' in place of signature (If this box has not been ticked then your equipment will not be collected. not arrange a collection or accept the equipment)** | Signature: |