**Furniture for Re-use Process**

**Catalogue of Furniture for Re-use**

* Visit the [University of Galway Buildings & Estates website](https://www.universityofgalway.ie/buildings/service-helpdesk/furniture-for-re-use) to review items available.
* Contact your Unit Liaison to log a request on your behalf through PEMAC Assets. Include the following details:
	+ **Category:** Select *Furniture for Re-use*
	+ **Description:** Specify the exact piece of furniture/chair you wish to request
	+ **Usage:** Indicate whether the item is for your on-campus office or home office.
* All furniture items are allocated on a first-come, first-served basis.

**On-Campus Requests**

* If the furniture is for on-campus use, include the following information in your request ticket:
	+ Contact name
	+ Contact number
	+ Email address
	+ Room number
	+ Building name
	+ Photo of the layout of your office
* Business Services Team will review all requests.
* For on-campus requests, a member of the Business Services Team will verify, if the proposed space can safely accommodate the furniture.

**Home Use Requests**

* A disclaimer will be issued to the requester for signature and must be returned within 2 working days. If the disclaimer is not returned within this timeframe, the ticket will be closed.
* The requester is responsible for organising collection of the furniture.
* A member of the Business Services Team will confirm the date, time and pick-up location for the furniture item/s.
* Furniture items must be collected within 5 working days of approval. Uncollected items will not be held.