APPLIANCES
Toaster Oven
Location: Biology 261
2nd Floor

FREEZERS
Percival, Frigidaire
Location: Freezer Farm
Basement

FURNITURE
Bookshelves, desks, cabinets
Location: Freezer Farm
Basement
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## BY LOCATION

4-7. Basement .........................................................................................................
N/A. 1st Floor ...........................................................................................................
4, 7. 2nd Floor .........................................................................................................
6. 3rd Floor .............................................................................................................
N/A. 4th Floor .........................................................................................................

[REQUEST AN ITEM]

[BIOLOGY.COLOSTATE.EDU]
The Grand Give Away

APRIL 22ND-26TH, 2024 | BIOLOGY BUILDING - VARIOUS LOCATIONS

DETAILS

SNAPSHOT

The Grand Give Away (GGA) is an annual spring cleaning event and is an opportunity for the whole department to clean out old, excess, defunct, or unwanted equipment, items, or storage. It is also a time for department members to sign up for a chance to claim the unwanted items or storage spaces available.

WHAT ITEMS WE ACCEPT

Items accepted for donation are those which are:

1. In general working condition and do not need substantial repairs.
2. No longer needed in your lab/office/etc.
3. Possibly needed/wanted by other department members.
4. Unclaimed/excess items.

WHAT ITEMS WE DO NOT ACCEPT

Items NOT accepted for donation are those which are:

1. Not in general working condition and need substantial repairs.

If your item or equipment is not viable for donation, please submit your item(s) for surplus.

CAPITAL ASSETS + SURPLUS

Please contact Ayo Garner for assistance with surplusing capital assets. Capital assets which need the help of the Business Officer to surplus are:

1. Valued over $5,000
2. Have a CSU barcode and decal number
SUBMIT AN ITEM

To submit an item for consideration in the Grand Give Away please fill out this form.

INSTRUCTIONS

1. Work by yourself or with your lab to gather items for donation, surplus, trash, etc.
2. Recycling and trash bins will be on hand on the NE side of the building on the 2nd-4th floors to throw out trash and recycling.
3. Submit your item(s) for donation to the Grand Give Away by clicking the button above.
4. Once submitted, the CEF, Elizabeth Saunders, will contact you with further instructions depending on the item(s) submitted.
5. On the week of the event, view this virtual catalog or visit where the item is located and browse our selections. Sign up for equipment and items using the “request an item” button below each section in the catalog for a chance to claim them for yourself or your lab.
6. After the event, the CEF and Department Chair, Deborah Garrity, will reach out to those individuals/labs who will be receiving any items – once contacted, please organize the removal of any item(s) with your lab, or for larger items which requires Facilities assistance to move speak with the CEF.
7. Unclaimed items which are also unowned by any current department member will be submitted for surplus by the CEF unless otherwise specified or designated as a departmental item.
8. Any remaining items from the GGA which DO have a current department owner need to be submitted for surplus by the registered representative.
HANDY HELPERS

CONTACTS + RESOURCES

APRIL 22ND-26TH, 2024 | BIOLOGY BUILDING - VARIOUS LOCATIONS

CONTACTS

ELIZABETH SAUNDERS | Elizabeth.Saunders@colostate.edu
Communications, Events, & Facilities Coordinator, Department of Biology
- For general questions about the GGA, submissions, and surplus of non-capital assets

DEBORAH GARRITY | Deborah.Garrity@colostate.edu
Biology Department Chair
- For questions about space assignments or item (re)allocation

AYO GARNER | Ayo.Garner@colostate.edu
Business Officer, Department of Biology
- For assistance with surplusing capital assets

SALAH ABDEL-GHANY | Salah.Abdel-Ghany@colostate.edu
Capital Asset Manager
- For general questions about capital assets

RESOURCES

EMPLOYEE HANDBOOK
Provides detailed instructions for surplusing non-capital assets

RESOURCES + GUIDELINES
A one-stop-shop for all forms, how-to guides, policies, and official information pertinent to our department

SURPLUS
Learn more about CSU Surplus and submit a ticket using this link
FLORESCENT LIGHTS
Various quantities available
Location: Basement | E Hallway
Previously owned by: Reddy Lab
Condition: New

TOASTER OVEN
Make: Oster
Location: Biology 261
Previously used by: Mykles Lab
Condition: Working

VACUUM PUMP
Make: VWR | Model: #0182
Location: Biology 261
Previously used by: Mykles Lab
Condition: Working

REQUEST AN ITEM
FRIGIDAIRE FRIDGE
Condition: working
Location: Freezer Farm RM 01
Previously owned by: Pilon/Bush Labs

PERCIVAL -80C FREEZER
Condition: working
Location: Freezer Farm RM 01
Previously owned by: Pilon/Pilon-Smits Lab
Decal: #317163

FURNITURE

BOOKCASE
42" x 10" x 37"
Location: Freezer Farm RM 01
Condition: Well-used

DOUBLE BOOKCASE
65" x 11" x 49"
Location: Freezer Farm RM 01
Condition: OK, unstable - best for lightweight items

TALL WOOD BOOKCASE
36" x 12" x 86.5"
Location: Freezer Farm RM 01
Condition: Well-used | Sample bookcase pictured

BOOKCASE
48" x 12" x 44"
Location: Freezer Farm RM 01
Condition: Great
LONG DESK
72" x 29" x 29"
Location: Freezer Farm RM 01
Condition: Great, like new

MEDIUM DESK
60" x 30" x 29.5"
Location: Freezer Farm RM 01
Condition: OK

“L” DESK
2 parts
Left: 51" x 31" x 30" | Right: 48" x 25" x 30"
Location: Freezer Farm RM 01
Condition: Well-used

SMALL DESK
48" x 29" x 29"
Location: Freezer Farm RM 01
Condition: Great, like new

SIDE DESK
66" x 23" x 29"
Location: Freezer Farm RM 01
Includes: 3 drawers & central storage drawer
Condition: Great, like new | Sample image pictured
Condition: Great, like new | Sample image pictured

STORAGE CABINET
2 In-stock | 20" x 15" x 56"
Location: Freezer Farm RM 01
Includes: Key and storage organizers
Condition: Great, like new

TALL STORAGE CABINET
2 In-stock | 20" x 15" x 56"
Location: Freezer Farm RM 01
Includes: Key and storage organizers
Condition: Great, like new

METAL STORAGE CABINET
Size Unspecified
Location: Biology 361P
Condition: Good
Previously owned by: Naug Lab
FLOOR RUG
7' x 9' - speak with CEF for viewing
Location: Freezer Farm RM 01
Previous owner: Mike Antolin

CABLES & DISCS
Assortment
Location: Biology 261
Previously owned by: Mykles Lab
Condition: Working