

GRAND GIVE AWAY

VIRTUAL CATALOG

PAGE 4

APPLIANCES

Toaster Oven

Location: Biology 261

2nd Floor

FREEZERS

Percival, Frigidaire

Location: Freezer Farm

Basement

PAGE 5

PAGES 5-6

FURNITURE

Bookshelves, desks, cabinets

Location: Freezer Farm

Basement



TABLE OF CONTENTS



1

THE GRAND GIVE AWAY

Details	1
Forms + Instructions	2
Contacts + Resources	3

2

BY PRODUCT TYPE

Appliances	4
Equipment	4
Fridges + Freezers	5
Furniture	5-6
Miscellaneous.....	7

3

BY LOCATION

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



**REQUEST
AN ITEM** >



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The Grand Give Away

DETAILS

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

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 surplus 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

Email:
elizabeth.saunders@colostate.edu

Office:
Biology 111J

Phone
(970) 491-8804



Clear the Clutter

FORMS + INSTRUCTIONS

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

SUBMIT AN ITEM

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

[SUBMIT >](#)

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.

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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 surplus 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 surplus 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

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APPLIANCES



PRODUCT CODE: BHFL

FLORESCENT LIGHTS

Various quantities available
Location: Basement | E Hallway
Previously owned by: Reddy Lab
Condition: New

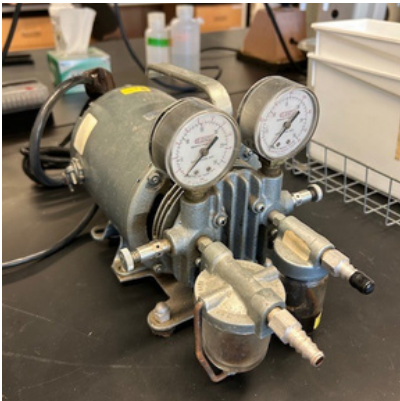


PRODUCT CODE: 261TO

TOASTER OVEN

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

EQUIPMENT



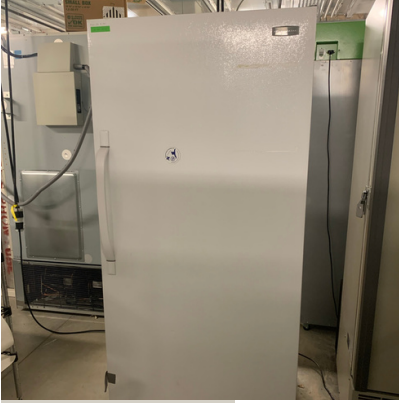
PRODUCT CODE: 261VP

VACUUM PUMP

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

[REQUEST
AN ITEM](#)





PRODUCT CODE: FF01 #13

FRIGIDAIRE FRIDGE

Condition: working
 Location: Freezer Farm RM 01
 Previously owned by: Pilon/Bush Labs



PRODUCT CODE: FF01 #6

PERCIVAL -80C FREEZER

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

FURNITURE



PRODUCT CODE: FF01 B#1

BOOKCASE

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



PRODUCT CODE: FF01 B#2

DOUBLE BOOKCASE

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



PRODUCT CODE: FF01 B#3

BOOKCASE

48" x 12" x 44"
 Location: Freezer Farm RM 01
 Condition: Great



PRODUCT CODE: FF01 B#4

TALL WOOD BOOKCASE

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



PRODUCT CODE: FF01 DSS#1

DOUBLE SHELF STAND

49" x 12" x 24"
 Location: Freezer Farm RM 01
 Condition: OK

REQUEST AN ITEM >





PRODUCT CODE: FF01 LD#2

LONG DESK

72" x 29" x 29"

Location: Freezer Farm RM 01
Condition: Great, like new



PRODUCT CODE: FF01 MD#1

MEDIUM DESK

60" x 30" x 29.5"

Location: Freezer Farm RM 01
Condition: OK



PRODUCT CODE: FF01 LD#1

"L" DESK

2 parts

Left: 51" x 31" x 30" | Right: 48" x 25" x 30"

Location: Freezer Farm RM 01
Condition: Well-used



PRODUCT CODE: FF01 SD#1

SMALL DESK

48" x 29" x 29"

Location: Freezer Farm RM 01
Condition: Great, like new



PRODUCT CODE: FF01 SD#2

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



PRODUCT CODE: FF01 SC#1

STORAGE CABINET

72" x 24" x 30"

Location: Freezer Farm RM 01
Includes: Adjustable shelves for central storage
Condition: Good



PRODUCT CODE: FF01 TSC#1

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



PRODUCT CODE: SC#2

METAL STORAGE CABINET

Size Unspecified

Location: Biology 361P
Condition: Good
Previously owned by: Naug Lab

REQUEST AN ITEM >





PRODUCT CODE: FF01 R#1

FLOOR RUG

7' x 9' - *Speak with CEF for viewing*

Location: Freezer Farm RM 01

Previous owner: Mike Antolin



PRODUCT CODE: 261CD

CABLES & DISCS

Assortment

Location: Biology 261

Previously owned by: Mykles Lab

Condition: Working

**REQUEST
AN ITEM** >

