

“There is nothing permanent except change.” - Heraclitus

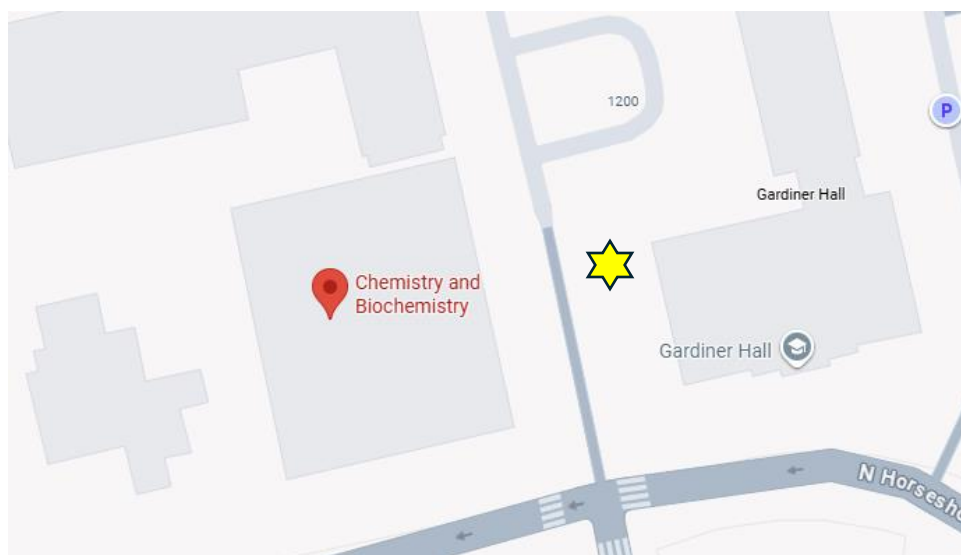
**\* Any item purchased with NMSU funds must be processed accordingly. \***

What do I do with **furniture** that was purchased with NMSU money?

1. If someone in our building may want it, you may give it to them without notifying me if there isn't an NMSU tag. The location of items with an NMSU tag need to be tracked by me.
2. If the piece of furniture is broken/unusable or simply unwanted, leave it inside your office/lab and notify me via email or Teams.

How do I dispose of **broken glass**?

- Use a cardboard box to collect broken glass. Once the box is full or too heavy to comfortably carry, tape the box completely shut. Label the box “Broken Glass.” Take the box to the dumpster located between the Chemistry Building and Gardiner Hall.



How do I dispose of items that will not fit in a **garbage** bin?

- Personal items and items considered consumable can be thrown away in the dumpster located between the Chemistry Building and Gardiner Hall. Please be courteous to our campus and environment, place items in a sealed box or a garbage bag.
- Do not allow any hazardous materials into the dumpster.
- Large boxes are to be broken down and placed in a cardboard recycling collection point.
- **\* Custodial is only responsible for taking out trash that is inside a garbage bin. \***

### What do I do with this ancient **instrument**?

- First, notify me via email. Include a description of the instrument, working condition, the location and U tag if applicable.
- Working instruments will be brought to the attention of building occupants to see if they can be of any use to anyone else. I will complete the necessary paperwork and notify you when you can move it. If the instrument is large, movers will be scheduled.
- For broken instruments, I will complete the necessary paperwork and submit a work order for the movers to come.

### What do I do with this **electronic**?

- First, notify me via email. Include a description, working condition, the location and U tag if applicable.
- Modern electronics will be brought to the attention of building occupants to see if they can be of any use to anyone else. I will complete the necessary paperwork and notify you when you can move it. If the electronic is large, movers will be scheduled.
- For obsolete or broken electronics, I will complete the necessary paperwork and submit a work order for the movers to come.

## **Contact Information**

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