



University of Massachusetts Amherst Equipment Inventory Change Form Instructions

Property Office
407 Goodell Building
Phone: (413) 545-0700
Fax: (413) 545-1643

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D: Disposal of equipment: discarding equipment that is no longer usable or functional

TD: Theft, disappearance, or destruction: deleting equipment due to loss by theft, mysterious disappearance, destruction, and dismantling, or when adding equipment which has been fabricated

S: Transfer of usable equipment to Surplus Property Barn: removing equipment that may be reused by another department on campus

Condition of equipment: use these codes in part C to identify equipment condition.

U: Usable-property which is in good condition, suitable for its intended use

O: Obsolete-property which is technologically out of date, but is still usable

S: Scrap-property that has no value except for its basic material content

Fund Source: use these codes in part C to indicate funding source equipment was originally purchased from

On average removal of equipment will take 2 to 3 weeks after Moving Services has received the request from the Property Office. *The "Type of Action" does not effect the amount of time it takes to have equipment removed.* Usable equipment will not take any longer to be removed than scrap equipment.

C. UMA#: place UMA bar code number here. Some equipment, mostly furniture, does not have inventory tags. This equipment still must be released from inventory.

Type of Action: use codes from part B here

Equipment Description: describe briefly here type of equipment to be removed

Condition of Equipment: use codes from part B here

Location of Equipment: indicate building and room # of the location of the equipment to be removed here

Fund Source: use codes from part B here

D. Fill in here for transfer of equipment between departments or to an off campus non-profit organization. All

transfers of equipment must be approved by the Property Office.

E. Individual with signature authority to approve here.

Procedures for additional work that may occur before or during removal of equipment:

Asbestos--Department must put in a work order (545-6401) to have asbestos removed before equipment can be moved.

Removal of CFC's or HCFC's (from refrigerators, air conditioners, etc.)--Moving Services will deliver equipment directly to refrigeration shop. The department **does not** need to put in a work order to Refrigeration.

Hazardous Material--Department must contact Environmental Health & Safety (5-2682) to have hazardous material removed before equipment can be moved.

Send completed form to the Property Office, Room 404 Goodell. Property will release the equipment from inventory and forward the form to Waste Management for removal of equipment. Waste

Please do not hesitate to contact the Property Office for additional information at 5-0700 or Waste Management at 5-2704 for pick-up and removal of equipment. *Surplus EICF1996*

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