

Pre-Pickup Check List

1. Has property been disassembled if necessary?
2. Is all the property in a central location?
Central location means where items can be easily accessible and be assessed on all sides.
On a 1st floor location, not in a closet or small office, or cubicle etc
3. Has the property been tagged “Surplus” ?
4. Is the point of contact available?
5. Any additional information that is needed?
6. Have all the drawers been emptied?
This means everything. Unless the inserts for hanging files are screwed inside of cabinet or desk drawer, inserts for hanging files that just set inside of drawers, please take out and put on top of the item it belongs too. Please tape all keys on top of each item that it belongs too.
7. Desks are to have returns, and hutches unscrewed before we come to pick up.
8. Only items listed on the PP-4 will be picked up for that scheduled pick up. Any additional items will need to be put on another PP-4 and will be scheduled for a different pick up date. Also once a PP-4 has been turned in and scheduled, those items are not to be taken off or any additional added on, unless an amended PP-4 is turned in prior to scheduled pickup time.
9. Certificate of Destructions - It is each agencies responsibility to put into the dumpster or haul off to land fill all items that have been given prior approval to destroy.

All pick ups are scheduled on a "First Come, First Serve Basis" we try to get all requests picked up within a couple of days.