

REdU

Property Disposition

November 14th, 2006

**Presented by:
Steve Sinelli & Mary Ellen Lyon**

Property Disposition

Mission Statement:

The mission of the Property Disposition Office is to recycle, sell, or appropriately dispose of surplus assets to the maximum advantage of the University.

Property Disposition Staff

Steve Sinelli
Warehouse Supervisor
ssinelli@umich.edu
(734) 763-7303

Larry Dixon
PC Maintenance Technician
ljdixon@umich.edu
(734) 763-7206

Larry Baker
Stockkeeper/ Schedule Deliveries
lrbaker@umich.edu
(734) 763-7241

Linda Kittel
Office Assistant
lekittel@umich.edu
(734) 763-7669

Hillary Schreiber
Office Assistant
schreibh@umich.edu
(734) 763-7106

Mary Ellen Lyon
Business Manager
melyon@umich.edu
(734) 763-1197, (734) 647-3351



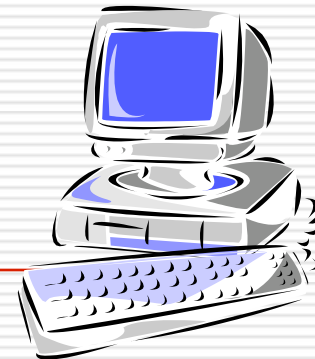
Selling Surplus Assets

- Sell direct from warehouse
 - Sell direct from University department
 - Need specific equipment info so PD can price
 - Sealed bids
 - Large Equipment & Specialty Items
 - Property Disposition on-site & special sales (Frieze)
-

Disposition Process

- Prepare Declaration of Surplus
 - Schedule delivery date
 - (734) 763-7241 or
 - Irbaker@umich.edu
 - Contact UM Moving Trucking to schedule pick-up
 - Or make arrangement within your department to deliver to PD
-

Sending Computers to PD



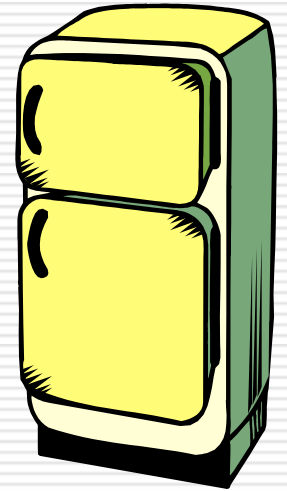
- Prepare Declaration of Surplus
 - Note special instructions for computers
 - Follow standard scheduling procedure
 - PD determines value
 - Hard drives removed and properly disposed of
 - Pricing consideration given to UM departments
-

Environmental Stewardship

- Look at recycling more within the University
 - Use OSEH approved scrap vendors
 - Metal
 - eProducts
 - other
-

Environmental Stewardship

- Freon removed from non-sellable refrigerators, freezers & air conditioning units
 - Work w/OSEH & AC Shop



- OSEH must de-certify all radiation equipment
-

Environmental Stewardship

- Proper disposal of all other hazardous materials:
 - Batteries
 - Computer monitors
 - Light bulbs
 - Asbestos & PCB containing equipment
-



Selling Surplus Assets New Ventures

- Service Level Agreements

 - Conduct on-site sales
 - Green Clean days, Frieze sale, open to new ideas

 - On-line sales (eBay)
 - Specialty items deemed appropriate
-

Property Disposition Location and Hours

3241 Baxter Road

UM Departments:

Mon - Th 8-11:30 & 12:30-4 (6 on M)

Public Shopping:

Mon 12:30-6, Tues & Wed 12:30-4

Th 8-11:30

Property Disposition Contact Information

- Phone: 764-2470
 - Fax: 763-2006
 - Email:
property.disposition@umich.edu
 - Web site: [www.umich.edu/~ofa/
PropDisp](http://www.umich.edu/~ofa/PropDisp)
-