

MOVING PREPARATION in 2025!

<https://research.ca.uky.edu/preparing-building-moves>

Ag North, Garrigus, and the greenhouses must be cleared out by fall of 2026.

Start preparing **now** by going through offices, labs, storage areas, files, etc.

Federal Excess Property (FEPP) questions, email: uofkyfepp@uky.edu

UK SURPLUS

For more info, email
surplus@uky.edu

All UK property no longer needed must be surplus, not just discarded

All Electronics*

- Computers (non-working)
- Parts & cords
- Monitors
- Chargers

Small Appliances

- Coffee makers
- Microwaves
- Mini-fridges
- Other electronics

Office Furniture

- Desks
- Tables
- Chairs
- Shelves

*NOTE: check with your college/departmental IT contact about computer and electronics

<https://purchasing.uky.edu/surplus-property>

Office Clean Out: <https://facilities.uky.edu/sites/default/files/2024-12/office-cleanout-guide.pdf>

Check out the Office Clean-Out guide to help you dispose responsibly as you clean-out!

Scanning:

Central, departmental, and vendor scanning options are available:

Contact your departmental IT support person.

Vendor solution- KUSI, email: customerservice@kentuckyunderground.com

Archiving:

General guidelines for what should be kept and/or archived are here:

Data Retention: <https://www.research.uky.edu/research-misconduct/data-retention-and-ownership-policy>

Records Retention: <https://www.research.uky.edu/research-administrative-fiscal-affairs/records-retention>

University Archives & Records Program contact information:

by email at uarp@lsv.uky.edu or by phone at (859) 257-5257

Off-site file storage:

Kentucky Underground Storage, In customerservice@kentuckyunderground.com

Materials management and waste/lab clean-up

Waste Wizard: <https://facilities.uky.edu/campus/facilities-services/recycling/waste-wizard>

An interactive tool to help you know how to recycle or dispose of an item.

Lab Clean Out Guide: <https://facilities.uky.edu/sites/default/files/2024-12/guidelabcleanoutprint.pdf>

Check out the Lab Clean Out Guide to help you dispose responsibly as you clean-out!

Hazardous Waste: <https://www.uky.edu/env/hazardous-waste>

Hazardous waste must be managed according to state and federal regulations and UK policy.

UK Environmental Quality Management (EQM) is available to provide consultation and pick-up services campus and HealthCare units to ensure safe and compliant hazardous waste management operations.

Chemical Redistribution: <https://www.uky.edu/env/hazardous-waste/hazardous-waste-minimization>

Many chemicals that laboratories, healthcare facilities and facility management areas submit as chemical waste are excess chemicals that are actually reusable. The objective of the Chemical Redistribution Program (CRP) is to collect chemicals from locations that no longer have use for them and redistribute them for use by others.

Printable recycling flyer: <https://facilities.uky.edu/sites/default/files/2024-12/flyerrecyclinghandout.pdf>

Request a Recycling Container: <https://facilities.uky.edu/campus/facilities-services/recycling/need-service-or-container>

Request delivery or removal of a recycling container at your location.

Work with your dept business officer to coordinate additional containers; some will be ordered centrally for the project.