

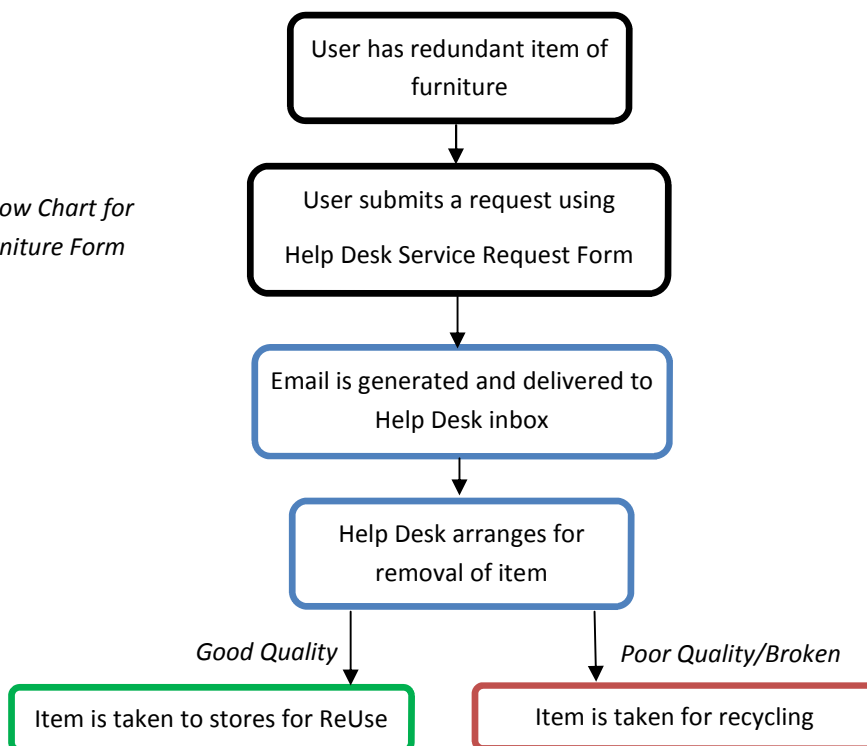
## Return of Redundant Furniture Procedure

Dear Help Desk users,

We are implementing a new procedure for the return of furniture items to stores. Following a small survey of Help Desk users, we have created and uploaded a new form for this procedure. To use it, please visit: <http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/CMS-furniture-removal-form.aspx>

We have implemented this new procedure to enable us to more readily and effectively identify quality reuse items and broken items to be removed. This is also to centralise the service within Estates, so that correspondence for this is sent directly to the Help Desk. Below is an outline in the form of a flow chart.

*Procedural Flow Chart for  
Return of Furniture Form*



### What can I use this form for?

This form is to be used for redundant (no longer needed/wanted) furniture, no matter the quality. These requests will come to the Help Desk who will arrange for it to be removed.

### How can I aid the Help Desk?

Please fill out the form with as many details as possible! We have sections for your name, location, type of furniture, size/measurements (if known), and quality. Please fill this out to the best of your knowledge.

**Contact Help Desk**

**[www.lse.ac.uk/estates](http://www.lse.ac.uk/estates)**

**Contact Help Desk (If website is down)**

**Ext: 7956 [Estates-help-desk@lse.ac.uk](mailto:Estates-help-desk@lse.ac.uk)**