



# SALVAGE/SURPLUS YARD REMOVAL REQUEST

## SUBMISSION INSTRUCTIONS

**Email to: [salvage.request@aps.edu](mailto:salvage.request@aps.edu) (ONLY)**

To ensure that your pick-up is as problem free as possible, you should complete the following instructions prior to your pick-up request:

1. **All items to be picked up should be gathered into one (1) or two (2) ACCESSIBLE LOCATIONS. If you have salvage items stored with items staying at your site. PLEASE physically SEPARATE salvage items from the rest. If NOT SEPARATED your salvage will NOT be picked up.**
2. Please disconnect, unplug, and unlock all items to be salvaged including computers, laptop carts, furniture, file cabinets and empty all contents before drivers arrive for pick-up. Failure to do so will result in the items being left at the school/site. Any items left behind must be resubmitted for pick-up.
3. All items with **APS Bar-Code** numbers must be verified against your property master to ensure that we received the correct APS Bar-Code number, cost and description on your request. This process usually takes about 48 hours to complete **after submitting your request.**
4. Materials Management and CFS reports the depreciation (life) of every APS bar-coded asset to the Board of Education. This requires Materials Management to research every APS bar-coded asset before we pick it up. This will take additional time to process.
5. Should an asset still have life you will be notified via e-mail regarding the next steps to follow.
6. APS numbers are described as follows:
  - a. **Should say “Property of Albuquerque Public Schools”**
  - b. **If in doubt please list the number and Materials Management will verify its validity.**
7. Separate the **non-bar-coded items** and **bar-coded items.**
8. **A primary and an alternate “point-of-contact”** person that is knowledgeable of the items to be picked up and with access to the necessary keys should be designated. If the primary or alternate contacts are not available to assist with the check out process, your order will be rescheduled for pick-up.
9. If an item has **NO APS NUMBER** and is obviously of no value due to its condition (ie, broken chairs or tables or items missing parts, **ONLY NON-METAL** etc.), you must contact grounds for proper removal.
10. We will **not** pick-up the following, see departments listed below you must contact for pick-up.
 

Discarded books	Sara Sabol	848-8888
Glass (i.e., desktop) & Construction Material	M & O	765-5950
BROKEN Non-Metal Furniture	M & O	765-5950
Hazardous Materials	Risk Management	880-8249

**\*\*\*\*\*EVERYTHING ELSE MUST COME TO SALVAGE/SURPLUS YARD\*\*\*\*\***

11. Please note that all **APS BAR-CODED** items, regardless of condition, must be sent to salvage/surplus yard for disposal.
12. If at a later date, you want to add items to your salvage pick-up, a new request is required for the additions. In most cases, these additions will be picked up at the same time provided that we get the necessary paperwork within 24 hours prior to your pick-up.
13. If your pick-up is for a large number of items, more than one trip over a period of several days may be required.
14. A pick-up attempt that is turned away for any reason will result in the pick-up request going to the bottom of the list.
15. For clarification on the above please call **Mary Grace Madrid at 848-8842.**
16. If you have special circumstances, unusually large or heavy items or you require special arrangements, you may call **Jerie Villescas at 848-8849** with details for approval.
17. **Policy is:** Materials Management will pick up on a first come first serve basis. Busy times of the year are the beginning and end of the school year. Please expect delays for pick-up during this time frame and plan accordingly.
18. **If you prefer to transport your salvage/surplus to the surplus yard you must still comply with the above rules.**

**\*\*We DO NOT compile annual lists of what is physically picked up at each individual site\*\*\*\***