



HOW TO GET RID OF STUFF

Every school has items that are not wanted or needed. PPS does not have a central resource for this function. Facilities can help guide you to the right department in order to clean up and remove items from the schools.

Please visit the website, <http://www.pps.net/Page/1490> for references on how and who to contact for removal of items. You may also email furniture@pps.net or reach out to Julie Roeder with questions Jroeder@pps.net.

Good furniture pick up- Good furniture means student desks, tables, bookcases, files, and chairs in good working order. The School custodian has access to furniture parts (glides for chairs, replacement tables and desk legs) and it is within their scope of work to make minor repairs. Every school should have a small supply of student furniture in good shape to use as needed throughout the school year. For good furniture pick up please use the form [School Furniture Order Form](#).

Broken furniture, sofas, stage sets, refrigerators- Head custodian should work with the Field Operation Manager (FOM) to dispose of items **on site** (drop box or extra garbage pickup). Other PPS schools do not want a custom painted bookcase or furniture that teachers or parents bring into the school. Particleboard bookcases, and desks from IKEA or Target are not commercial grade and will not stand up to PPS wear and tear. If you no longer want these types of items, please find a new home for them or throw these items away. Appliances should be recycled through the FOM and Waste Management.

E-waste pick up- support@pps.net (deadline for summer pick up is June). This includes small refrigerators, computers, microwaves, TV's on carts... (hint... if it has a cord, contact IT services...)

Textbooks or curriculum- Contact textbooks@pps.net for instructions and boxes. Schools purchase their own supplemental curriculum like maps, area rugs, and drying racks for artwork.

Office Supplies- Extra office supplied can be boxed and labeled for "Schoolhouse Supplies". Please call the PPS Warehouse/PONY for pick up.

Artwork – PPS owns many valuable, inventoried pieces of artwork. If you have questions about the art at your school or wish to relocate artwork contact Facilities Planning and Asset Management.

Tips:

For the E-waste- someone at the school must email the Service Desk and then check the IT website to see when they are scheduled for pick up. Please read their website info.

For textbooks- if the boxes weigh more than 40 pounds they will NOT be picked up. A good rule is to fill the boxes about 2/3 full. Textbooks can supply the boxes you need.

Also, I am happy to come to your location and help find solutions to a problem area.