

## Responsible Disposition of Office Furniture Options for State Agencies to Reuse, Repurpose and Salvage



OFFICE OF  
SUSTAINABILITY  
Oregon Department of  
Administrative Services

As your agency plans for office restacking, reconfiguration or consolidation, sustainability is an important topic to consider. And one of the most significant challenges is responsible disposition of office furniture and equipment. Fortunately, DAS offers solutions to these challenges. We have expanded statewide agreements with furniture and equipment vendors so agencies can re-purpose, reuse or responsibly recycle furniture and equipment and keep it out of landfills.

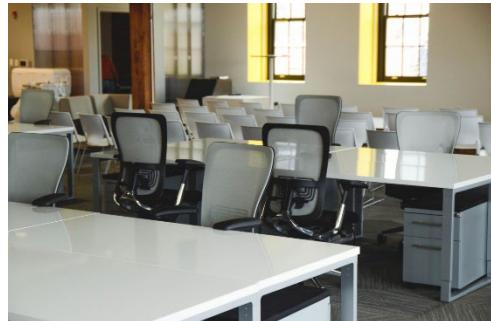
### Surplus First

Agencies are required to look to DAS Surplus first for re-purposing used office furniture and equipment they can accept. Surplus has [Guidelines](#) for how to submit office furniture and equipment.

Do you have a question about how to submit property, and need somebody from Surplus to visit your worksite? Do you need assistance with how to prepare or "lot" items together? Do you need to know how to stage a "Sold Onsite" auction? Our skilled and experienced Surplus staff can help. You can contact them at 503-378-6022, or email through the Guidelines web page above.

### If Not Surplus, Then Repurpose or Recycle

Unfortunately, Surplus cannot accept cubicle panels or systems furniture, or some significantly damaged items such as broken desks and bookcases. And there may be other office items that in some cases Surplus can't take. DAS has three statewide price agreements to provide agencies with other responsible disposal options. These fee-based services can keep materials out of landfills, avoid landfill costs and reduce greenhouse gas emissions from landfilled waste.



**MillerKnoll:** MillerKnoll's rePurpose program can coordinate donation of furniture and equipment to non-profits, or they can recycle items, from single chairs to large scale projects. Agencies can receive documentation showing avoided waste and greenhouse gas emissions.

In Oregon Buys: PO-10700-00013609: contact [Jen\\_teckenburg@millerknoll.com](mailto:Jen_teckenburg@millerknoll.com); (503) 278-0142

**Allsteel:** Allsteel has created an end-of-life referral program using [ANEW](#), a 501c3 nonprofit organization that provides sustainable disposition for surplus office furniture.

OregonBuys: PO-10700-00013607: contact [sperandeol@allsteeloffice.com](mailto:sperandeol@allsteeloffice.com); (916) 817-1229

**HON:** HON has also partnered with ANEW to repurpose used office furnishings. They can also provide disassembly diagrams and detailed information on product materials and recyclability.

OregonBuys: PO-10700-00013612: contact [contractmanager@honcompany.com](mailto:contractmanager@honcompany.com); (800) 833-3964

The DAS Office of Sustainability is always available to support you. Please [contact us](#) with any other questions or requests for assistance.