

SurPLUs Donation Guidelines

Mission Statement: Pacific Lutheran University SurPLUs Store is responsible for the proper disposal of property, including the sale, donation, scraping or other disposal of equipment, materials, and supplies in accordance with University policy, Washington state law, and applicable environmental regulations.

We at SurPLUs are here to provide a service to repurpose used goods from on-campus for the benefit of both students and staff members of Pacific Lutheran University.

For Donations: SurPLUs employees reserve the right to accept or deny any donation on the grounds of quality, safety, and/or utility. Donation pickup radius is within 1 mile of campus. Donation pickup is always free.

Examples of What We Will Take:

- Furniture: Office chairs, couches, desks, tables, dressers, wooden chairs, file cabinets.
- Office Supplies: Standard office supply fare.
- Clothing: jackets, scarves, jeans, business attire, costumes, etc.
- Kitchen: pots and pans, dishes (CLEAN), microwaves, cooking utensils, small appliances, mini fridges.
- House and Residence Hall fans, vacuums, sheets and bedding, lamps, rugs, room decorations, etc.
- Electronics: TVs, computer (desktop and laptop), monitors, keyboards, etc. All must be in working condition. (to recycle broken electronics please contact Waste Diversion for proper disposal).

Ways to Donate:

1. Staff and Faculty - Put in a work order for Waste Diversion to pick up item(s) for SurPLUs.
 - a. On work order please include details regarding the item(s) intended for pick up. For example: what condition they are in (working or not) and any problems with the item.
 - b. Please make the item(s) easily accessible even when you are not at the location, or specify how the item needs to be picked up.
 - i. Please note if you have special circumstances regarding the pickup of your item(s), this may affect how quickly we are able to pickup your item(s).
2. On Campus Students- Donation Boxes are located in each residential hall. Items may be placed in the boxes at any time.

- a. In Ordal, Hinderlie, Pflueger, Hong, and Kreidler the boxes are located in the first floor recycling room.
 - b. In Stuen the box is located in the second floor recycling room.
 - c. In Harstad, Tingelstad, and South the boxes are located in the laundry rooms.
3. Deliver directly to SurPLUs during open hours (please see the [Waste Diversion website](#) for details).
4. For questions regarding how to donate please contact Waste Diversion at (253)-535-7170 or recycle@plu.edu.