**Policy for the reuse (& repair\*) of surplus assets.**

Now more than ever it is important to get maximum value for our assets. Raw materials, resources and funds are getting more limited. With the need for a more circular economy to preserve resources, our institution needs to extend the life time of assets by redistribution and/or repair.

**The importance of reuse**

The drive for reuse and repair of assets is financial, environmental and social.

* Reuse and repair links to our sustainability objectives by reducing our reliance on raw materials [Insert link to strategic objective or target]
* Reusing assets internally stops or delays the purchase of a new asset. This saves procurement and waste costs internally. Reuse and repair also links to our cost saving objectives [Insert link to strategic objective or target]
* When staff swap and share assets, there is no need for purchase orders for new assets. So we also make staff time savings from avoided purchase orders
* When we reuse assets in the community we see huge social benefits from passing surplus to not for profit and schools. [Insert link to strategic objective or target]

In [insert time period] our institution has avoided £[insert value] as a result of our reuse activities.

There are also impacts up the supply chain. The carbon & waste associated with the avoided manufacture is not created and thus reduces our impact up the supply chain.

**How are we doing?**

**>In [insert time period] our institution has avoided [insert value] CO2 equivalent as a result of our reuse activities.**

**>In [insert time period] our institution has avoided [insert staff time staff admin costs value] in avoided purchase orders.**

Furthermore, assets that cannot be reused internally can be passed to partners. These partners can be other institutions like ours- or the 3rd sector.

The impact of ruse in the 3rd sector means we can magnify our impact. For example:

* 1 donated desk yields £6 in revenue for charity
* For every 2 tonnes donated into the 3rd sector creates 1 job.

**>In [insert time period] our institution has donated £[insert value] to the 3rd sector as a result of our reuse activities.**

This document sets out @organisation name@’s policy on the reuse and repair of surplus assets.

**Scope**

This policy covers the whole of the institution estate and staff activities. Surplus assets include any tangible asset such as stationery, furniture, supplies, consumables and electrical equipment\*.

Reuse and repair can take place within day to day operations across the institution or during special activities when surplus assets are generated, such as building decommissioning.

The following highlights particular activities within the institution where the consideration or reuse and repair is required.

**Purchasing**

In accordance with our purchasing policy, [Insert link to strategic objective where the institution seeks to minimise purchasing] we seek to minimise the purchase of unnecessary assets

* Before buying a new asset, search *the Reuse System* to check the item is not surplus to requirements elsewhere within the institution or within another organisation.
* If a new asset is purchased, add the asset that is being replaced to the Reuse System. Add the asset as soon as possible to maximise internal reuse- even if you are still using it. That way other staff can book the item for when it becomes available.

**Disposals**

If a disposal is required, please add the item/s to *the Reuse System* as soon as you know that the asset/s is surplus to requirements. Please make the “Advertise until” date or deadline date as far into the future as is possible. This will maximise internal or external reuse.

Once your item has been claimed you will get a notification. The asset will be collected in good time.

The internal porter system\* will not dispose of any assets, which have not been advertised on the *the Reuse System*.

**Reuse and building / room refurbishment, decants and decommissions**

Our biggest financial environmental and social impact from reuse is during the room or building decommissioning process.

When planning room or building decommissions, decants or refurbishments, as soon as the vacancy date is known, assets should be added to *the Reuse System*

Assets can be added by incumbent staff, capital development, decommissioning contractors or an external contractor. Please see the building clearance [guide here](https://www.warp-it.co.uk/tourclearance.aspx).

If the building clearance is being tendered to external contractors add the following into the specification.

*“We value the assets within the building which is being decommissioned. We expect the winning tenderer to incorporate internal and external reuse of the assets at the start of their project management process- not the end. To maximise the value of surplus assets in the building, we expect the winning tender to add all internal assets to our Reuse System at the start of the project. This is paramount to avoid problems later. Assets are then advertised internally and then externally.”*

**The cataloguing and adding of assets can be sub contracted to Warp It.** [**See here**](https://www.warp-it.co.uk/additionalservices)

**Waste Electricals Reuse\***

When an electrical item becomes surplus it should be advertised on *the Reuse System*. This gives other staff a chance to reuse the item in their work area. In the past this has been handled by our waste contractor however it is better value to advertise working electrical internally in the first instance. If the items are not required internally they are passed to our waste contractor. See guidance on this process [here.](http://www.warp-it.co.uk/weee)

**Repair Policy\***

In line with our Circular economy aims [insert link to relevant strategy] , the institution strives to repair or remodel any assets which cannot be reused. If your items are in need of repair or refurbishment. Please add them to *the Reuse System*. Describe the item as “requires repair” and it will be picked up to be repaired and redistributed back into circulation internally. See guidance on this proces[s here.](warp-it.co.uk/repair)

\*If relevant