

Memorandum

To: Jenequa Eldridge
From: Gina Burgess/Warehouse Supervisor
Date: 4/15/10
Re: Surplus/Scrap

Below is a list of items in various conditions that I would like deemed surplus/scrap for auction or disposal.

Kitchen equipment:

Old steamers, microwaves, refrigerators, slicer, mixers, metal rolling carts, soup warmer, fryer, rolling salad bar, cafeteria trays on stainless steel carts, dish drainers on stainless steel carts, kitchen pantry rack, ice box

Computers:

Outdated, no longer supported, network rack system, lets chat hand sets

AV equipment:

Tv's, vcr's, projectors, av carts, cassette recorders, etc.

Furniture:

Tables, student chairs, student desks, file cabinets, teacher desks, office desks, office chairs

Gym Equipment:

weight room equipment

Misc.:

Piano, cabinets, pallets of shelves, carpet, vent hoods, garage door openers, Yale stand up elec. fork lift w/charger, air compressors, sound panels, partitions, wind turbin, gas burner for boiler, and approx. 500 band uniforms

