

Memorandum

To: Sherry Arrington/Debbie Monschke

From: Gina Burgess-Warehouse Supervisor

Date: 3-22-2017

Re: Surplus

Please include the following items for the Board to deem as surplus to be auctioned, recycled or disposed of:

AUCTION

Furniture: tables, chairs, desks, card catalog

Equipment:

- *Frymaster Fryer-Hawk kitchen
- *MasterBilt Ice Cream Freezer-HMS kitchen
- *HassMass Ice Cream Freezer-McNair kitchen
- *Milk Box-Borman kitchen
- *Sentry Fireproof Safe-NMS kitchen office
- *True Milk Box-WS Ryan kitchen
- *True Milk Box-N.Rayzor kitchen
- *MasterBilt Ice Cream Box-Cross Oaks
- *Abdominal Crunch-GHS
- *Biceps curl machine-GHS
- *Biceps ext. machine-GHS
- *Fixed Pull Down machine-GHS
- *Hip Adduction machine (2ea)-GHS
- *Chess Press machine-GHS
- *Pectoral Fly machine-GHS
- *Lunge/Squat machines (2ea)-GHS
- *Leg Press machine (GHS)

RECYCLE

AV: *broken/no longer used*-av carts, overhead projectors, tvs, cd/dvd players, document cameras, cameras, cassette players, headsets, tripods, speakers, calculators, library books

Computers/

All related items: *replaced/no longer supported/not working*-monitors, printers, cables, keyboards, power supplies, power bricks, scanners, fax machines, cps sets, alpha smart 3000's

Furniture: *broken*-chairs, tables, file cabinets, cafeteria tables

Equipment: *damaged beyond repair*-sewing machine, Airdyne exercise bike, light board