U-M Office Supply Garage “Sale”

What: An event to allow gently-used office supplies generated by U-M departments to be reused in order to reduce the amount of waste being sent to the landfill.

Who: U-M Waste Management Services staff will provide collection services from campus loading docks and sorting of surplus office supplies at the North Campus Service Building #1, also known as the WMS Garage; U-M staff members will 'shop' the office supplies, taking what they need at no cost; representatives from local non-profits will 'shop' the office supplies, taking what they need at no cost.

Where: U-M North Campus Service Building #1, also known as the Waste Management Services Garage, 1655 Dean Road, Ann Arbor.

When:

- **July 9**: Departments wishing to contribute office supplies for reuse must email recycle@umich.edu to indicate their intent to participate.
- **July 11**: Office supplies will be collected from loading docks and dumpster areas. Supplies must be put out by 8:15 am.
- **July 17**: U-M departments are welcome to 'shop' the supplies at the WMS Garage, 8 am – 4 pm.
- **July 18**: U-M departments & local non-profits are welcome to 'shop' the supplies at the WMS Garage, 8 am – 4 pm.
- **July 19**: Remaining supplies are recycled or landfilled.

Why: Campus departments generate surplus office supplies on an ongoing basis. U-M Waste Management Services has offered an office supply reuse program for almost 15 years. In late 2012, it was determined that the current iteration of the reuse program, involving WMS staff collecting supplies from buildings on-demand, was financially unsustainable as few campus members took the accumulated office supplies. Instead, stakeholders are now encouraged to post their unwanted office supplies on Mbay. Given that Mbay is still new to campus and many people aren’t used to using or shopping from it, WMS staff decided to offer a 1-day collection opportunity to campus, followed by a widely-promoted ‘garage sale’ for the collected items. Based upon past experience, it is unlikely that all of the collected supplies will be taken by U-M departments and, therefore, with the support of Property Disposition, the second day will also be open to non-profits, further diverting unwanted items from the landfill.

How: Departments wishing to contribute office supplies are instructed to notify WMS via email (recycle@umich.edu) of their intent to participate by COB July 9 and have all items at their loading dock/dumpster area by 8:15 am on July 11. Items should be placed in boxes labeled “Office supply reuse.” There will be no special pickups before or after this date. The following items will not be accepted:
Collected office supplies will be taken to the WMS Garage for sorting and organizing by WMS staff. Supplies will be available to U-M department representatives from 8 am – 4 pm on July 17 and 18. Supplies will be available to non-profits from 8 am – 4 pm on July 18. Supplies will be available on a first-come, first-served basis and no additional shopping dates or hours will be available. All U-M representatives will be required to sign in with their name, uniqname and department. All non-profit representatives will be required to sign in with their name, contact phone number or email address and name of non-profit they are representing. Remaining office supplies will be either recycled or landfilled beginning July 19.