



Frequently Asked Questions

What is WARPit?

WARPit is an online resource redistribution portal. WARPit will make it very easy for UQ staff to give surplus items to other colleagues within the university.

WARPit is designed to allow UQ to swap resources internally and if these items are then unclaimed internally by UQ staff they can be passed onto registered local charities or schools.

What items can be reused through WARPit?

WARPit allows the reuse of surplus or redundant resources. These could include:

- Furniture
- Unused stationary
- Office supplies/ equipment
- Stationary
- Printer consumables
- Lab equipment.

Items that are broken are not suitable for reuse.

All WARPit items will be for the use of the University only.

Who is responsible for uploading items onto the portal?

University staff members upload the information about the item they are offering. The upload process is very easy (see the [user guide](#)). Please note that you must obtain permission from your Financial Delegate before either contributing or claiming items via WARPit.

After listing an item on WARPit, how long do I keep it?

Please allow a period of at least one month for the item to be claimed. However, if you have available space, it would be great if you could keep it on system as long as possible.

Can local charities claim items?

WARPit items will only be available for UQ staff to claim for the period of advertisement up to five days before the specified expiry date. Five days before the expiry date, if the item has not been claimed by UQ staff, it will be made available for registered charities to claim.

However, if an item is approaching its expiry date, and Admin deems the item to still have reuse potential at the University, Admin will extend the item expiry date and ask the contributor to transfer the item to the second-hand furniture store.

Who is responsible for arranging the transfer and transport of items?

If a charity claims an item, it is the responsibility of the person who uploaded the item to arrange and pay (if required) for transferring it to the charity store room in the second-hand furniture store, St Lucia. That person will receive an email with instructions on how to complete the transfer.

In many cases, it is not feasible for charities to provide a collection service for individual items. Once donated items have accumulated in the charity store room, the charity will be able to organise a bulk collection.

However, if the charity would prefer to collect the item directly from the person who uploaded it, they will contact the contributor to make arrangements.

How do I arrange the transfer of items?

Small handheld items:

You can collect small handheld items yourself (e.g. office consumables and equipment, stationary items etc.).

Items that require installation:

For the transfer of items that need installation you can raise a work order on SAM (e.g. noticeboards and whiteboards).

- Contact your [Archibus Nominated User](#).
- The user then logs onto [Archibus](#) and selects the "SAM" button (the echinda graphic) on the Create Service Request page.

More information on raising a SAM work order can be found [here](#).

Smaller individual furniture items:

To engage in-house resources for St Lucia campus relocations, raise a work request in Archibus under the problem type 'removalist'.

For intercampus transport contact one of the University's [approved contractors](#).

Large furniture and/or multiple furniture items:

For large and/or multiple items you will need to contact one of the University's [approved contractor](#) to arrange delivery.

Scientific Equipment: ensure you engage a removalist with experience moving scientific instruments.

How is the item identified?

Before you claim an item, please take note of the item's reference number, which is located underneath its title. This is of primary importance since it is the main indicator of the numbered furniture currently held in the Seddon furniture store. Please quote this number and location details when you organise transfer of the item/s.

Category Chairs

Chair

Operators chair

Item Ref - 1638/34887/1

Organisation: The University of Queensland

Available

Dimensions: 0w x 0d x 0h (cm)

Finish:

Condition: Good

Location: St Lucia


Additional Info: Located at the second-hand furniture store, Seddon West basement (enter from Services Road) Brand: Spectrum Rexa 3 levers, adjustable gas lift height and back tilt and seat slide.

Quantity - 1 available

[Claim Now](#)

[Ask a question about this item](#)

Item Image



Who is responsible for ensuring that the items that are transferred are usable, safe and appropriate?

It is the responsibility of the contributing party to ensure that items are described correctly and the terms and conditions are followed. It is the requesting party's responsibility to ensure that the item/equipment is safe and appropriate before using. All users must agree with the terms of registration before a transaction takes place.

What happens if the item that is transferred is then unwanted by the claimant?

It is the claimant's responsibility to re-advertise the item.

Can staff use the system to advertise items from home?

No, staff may not trade their own personal goods on the system or claim items for personal use.

Are students allowed to use WARPit?

WARPit can be used by representatives of student clubs and societies for the reuse of items on campus only.

Where can I get help and advice?

Please e-mail sustainability@uq.edu.au (UQ WARPit Administrator) if you have any questions about WARPit or require any further instructions on using the system.