

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.

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.

What happens if unwanted items are not claimed?

If the advertising expiry date of the item has been reached and the item has not been claimed, you will receive an email from WARPit Admin asking you to organise the transfer of the item to the council recycling depot.

If, however, Admin deem the item to still have potential for reuse at the University, you will receive an email, before the item expires, asking you to transfer the item to the Seddon furniture store instead. In this instance, you will still need to arrange for the transfer to the furniture store.

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

The collection of items is to be arranged between the contributor and the claimant. It is the claimant's responsibility to arrange collection of the item/equipment. The claimant must, however, liaise with the contributor to organise a suitable time for collection. The claimant will receive an email outlining instructions on how to complete the transfer.

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:


For smaller individual furniture items contact store@pf.uq.edu.au to arrange transport (e.g. chairs, small bookshelves, small desks, pedestals, filing cabinets etc.).

Large furniture and/or multiple furniture items:

For large and/or multiple items you will need to contact the University's removal contractor "We Move All". [Click here for contact and billing information](#).

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
<p>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</p>	<p>Item Image</p> 

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.

What are the benefits of using WARPit over the existing furniture exchange program?

WARPit is easy to use and encourages co-operation, thereby facilitating better participation, management and control. WARPit facilitates the direct transfer of furniture items without physical transfer to the Furniture Store ensuring no double handling, helping reduce damage and OH&S risks. Each transaction is recorded and monitored. Every participant is registered. This means that liability concerns are obliged. Carbon, recycling and financial information on each transaction is recorded which allows the production of management reports.

Can I display details of all my claimed items on an Excel spreadsheet?

Yes. Hit "Download list as CSV"

Will unclaimed furniture item be offered to charities?

WARPit is designed to allow UQ to swap resources internally and if these items are then surplus to requirements they can be passed to external partners (i.e. charities or schools). We are currently working on registering local charities to the UQ WARPit network.

Where can I get help and advice?

Please e-mail [Christine McCallum](#) (UQ WARPit Administrator) if you have any questions about WARPit or require any further instructions on using the system.