

## **Project Title**

Surplus Tracking Feasibility Study

## **Person who proposed it**

Corey Berman

## **Decision**

Fully Funded

## **Budget**

\$2,000

## **Project explanation**

Visit any building on campus and you will see an array of chairs, desks, file cabinets, bookshelves, office supplies, and more. As of yet we do not have a cataloguing system to track these items nor a robust way to get them into the campus reuse cycle. In some cases furniture gets purchased that is already on campus which is a waste of both natural and financial resources. This project would seek to hire an intern to research options for tracking UVM furniture and other identified items and develop a system framework that would put implement this plan. Example questions to be explored through this study might be:

Who would be responsible for tagging, tracking, and system updates?

Would this be only for departments? What about classrooms? Grant-funded items? Athletics?

Could the upcoming transition to an integrated work management system (IWMS) be leveraged for this?

Is there storage capability? How do items get identified? Moved? Transported?

Are there dollar amounts involved at any level? What about items with a value over \$5,000?

The project would request of the intern research and a final deliverable identifying the results and recommending follow-up action steps.

## **Budget table**

<b>This Money will Supply</b>	<b>Requested funds</b>	<b>Justification</b>
Student Wages to Intern	\$2,000	Cost of labor to research and generate a final report.

