



## EHE Principle:

### *Repurpose Furnishings Whenever Possible*

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The purpose of this announcement is to establish a general working principle within the college, effective immediately and until further notice:

With regard to any renovation or other building project within the college, (including centers), that requires furnishing, make every effort to use existing furniture in the unit or other used furniture within the college first.

New purchases should be limited to what is necessary and otherwise unavailable in the college.

Creative repurposing of materials and furniture should also be encouraged adhering, of course, to common good taste. This practice will enable all of us in the college to dedicate available money for use on people and projects.

Thank you for your support on this green initiative.

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Note: Before sending furniture to OSU Surplus, first determine if anyone in your building can re-purpose the item. (Emailing a *digital photo of the item to others will expedite the process*). If no one in your building has a use for it, contact the College Facilities Planner for potential repurposing elsewhere in the College.