WARPit FAQ

What is WARPit?

WARPit is an online peer to peer resource redistribution portal. WARPit will make it very easy for members of staff to give surplus items to other colleagues in the university.

Why has WARPit been developed?

Unwanted items in good condition are often wasted, either placed in storage for a "rainy day" or simply just thrown out. A combination of space/time pressures and lack of easy communications are the main reasons why good quality items are wasted. WARPit makes transfer of ownership quick and easy due to better communications.

How does WARPit work?

The web portal works by linking together individuals (contributors) who wish to give a resource to other individuals (recipients) who require the resource as part of their operations/activities or service. Unwanted resources are advertised to interested subscribers, via email and/or online. A recipient claims the resource and then arranges the collection. The legal transfer of ownership declaration is completed by both parties on transfer.

What items can be reused through WARPit?

Mostly reusable furniture, fixtures and fittings, office consumables (such as stationery and ink jet cartridges), supplies and equipment (as long as the latter is in good and safe working order). As long as it is legal it can be transferred. Participants have to abide by the terms and conditions.

What are the benefits of using WARPit to advertise items?

The web portal makes sharing resources easy and thereby facilitates better participation, management and control.
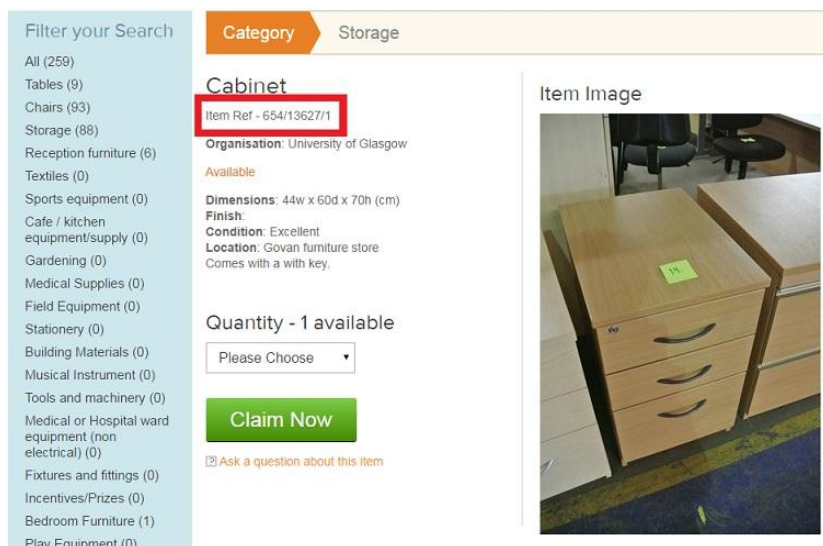
Each transaction is recorded and monitored and every participant is registered. This means that waste and liability legal concerns are met. Carbon, recycling and financial information on each transaction is recorded which allows the production of management reports, important for carbon financial and CSR reporting. You can read about further [benefits on WARPit webpage](#).

Generally there should be a direct transfer of equipment between owner and claimant, so WARPit largely negates the need for any intermediate storage. This means there is no double handling, reducing both the risk of damage to goods in transit and the health and safety risks associated with manual handling. It should also reduce the demand for storage space, as well as the financial and carbon costs associated with moving items.

Who is responsible for uploading equipment onto the system?

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

Before you claim an item, please take note of the item's reference number, which can be located underneath its title. This is of primary importance since it is the main indicator of the numbered furniture currently held in Govan furniture store. Please quote this number when you submit your job request at Estates & Buildings helpdesk.

After listing an item on WARPit, how long do I have to keep it in situ?

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 if I have an item that cannot remain in situ?

Check with estates-warpit@glasgow.ac.uk whether the item has potential for reuse. If so, you should load the item on to the WARPit system, make it available for a period of three months and take care to note the location as 'Govan furniture store'. You should then arrange for the item to be transferred to Govan via the Estates and Buildings helpdesk (see below; *How do I arrange the transfer of items and what will it cost?). If the item is deemed surplus to requirements, you will be asked to dispose of the item in the normal manner.

What happens if unwanted resources are not claimed?

If after a month of being advertised on the portal, the item has not been claimed, please contact estates-warpit@glasgow.ac.uk for an evaluation. If the item is deemed surplus to requirement, the contributor will be asked to dispose of it in the normal manner. If item has potential for reuse, it will be transferred to the Govan furniture store. In this instance, Estates and Buildings will arrange for the transfer and cover the cost of the transfer. Please see the process diagram for an overview of the system.

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. If necessary (i.e. for larger items) an appropriate works line can be raised via the Estates and Buildings helpdesk. It is the claimant's responsibility to arrange collection of the item/equipment.

How do I arrange the transfer of items and what will it cost?

You can arrange for items to be taken to Govan, to be collected from Govan or to be transferred between our campus buildings via the Estates and Buildings helpdesk

There are three relevant work requests to choose from:

- The transfer of items from the Govan furniture store to campus is currently free of charge.
- The cost of transferring an item between any of our campus buildings is £10.
- The cost for transferring an item to Govan furniture store, should it not be able to remain *in situ*, is £15.
- For comparative purposes, the current cost of disposal for a large item of furniture is in the region of £40.

Listed costs are per single item. Costs for multiple items will attract different rates and can be discussed and agreed in advance.

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

To abide by waste legislation and liability issues the guidelines must be followed. It is the responsibility of the contributing party to ensure that items are described correctly and the guidelines 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 trade their own goods?

No, staff may not trade their own personal goods on the system.

Are students allowed to use WARPit?

WARPit can be used by representatives of student clubs and societies to use furniture on campus only.

What happens if I have an item which is broken, soiled or has missing parts?

Please dispose of heavily soiled or faulty items in normal manner. If an item only requires minor repairs, it can still be listed on WARPit, but you should be careful to detail any faults in the listing.

How do you work out the financial savings of WARPit?

Each item is given an average replacement value using public sector contract prices. Each item is also given a waste disposal financial value.

How does WARPit work out the reuse/recycling rate/weight?

Using established references and methods, each item is given an average weight. Every transaction/ item that is reused is added to the running reuse total which is measured in KG.

How do you work out the carbon emissions savings of items transferred?

Every item transferred saves on carbon emissions because a new item does not have to be purchased. Using established references and methods each item is given carbon dioxide equivalent (CO_2e) value (KG).

What is the key contact for further questions about the portal?

Stewart Miller

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