**Delivery of Equipment via external suppliers**

When equipment is to be purchased and delivered to home addresses via a supplier company approval must be granted by a line manager/supervisor and requests subsequently submitted to College/Service key contact who can facilitate the ordering process (refer to the guidance section of the COVID-19 Homeworking DSE website for College/Service contact names).

**Type of equipment that can be purchased**

There are limitations on the type of equipment that can be purchased and delivered to home addresses via suppliers once approval has been granted.

Office equipment that can be delivered is as follows:

* Office chairs
* Height adjustable desks
* Height adjustable platforms (to be placed on existing desks/tables)
* Ergonomic desktop equipment

**NB:** For some chairs and all desks these will be delivered as flat pack items which will require self-assembly by the recipient. Requestors must be mindful that they are able to take the equipment to the room within their homes and are physically capable of assembling the equipment when received.

If standard desktop IT equipment is required such as a mouse, keyboard or monitor requests should be made via the [IT Helpdesk](https://universityofexeteruk.sharepoint.com/sites/ITSM) in the first instance – refer to the IT equipment requests information page.

**Delivery information**

Information required to enable home delivery of new equipment purchased are as follows:

Employee/Student Name:

College/Service Name:

Department:

Line Manager/Supervisors Name:

Delivery Address (including post code):

Contact Telephone Number:

Location of Main Entrance i.e. Ground Floor Entrance, Access Control e.g. flats/apartments:

Flats/Apartment Location e.g. ground or upper floors:

Flats/Apartments access within the building e.g. stairs only, passenger lift etc.:

Parking restrictions (delivery vehicle):

**NB:** This information is required in case courier companies ask for it on booking their services.

Requests should be submitted with the information above to the relevant College/Service key contact (refer to the guidance section of the COVID-19 Homeworking DSE website for College/Service contact names).

**NB:** Deliveries will usually be made via a courier to main kerbside entrances only. If deliveries to an upper level is required this must be stated in advance when requests for equipment is made.

**Confidentiality and disclosure of medical conditions or a disability**

There is no obligation on staff/students to disclose details about their health condition, diagnosis, disability or treatment. Medical information is confidential and any disclosure should be treated with the greatest respect and confidence.

**Further information**

To assist with decision making regarding requests made by staff/students, further guidance can be obtained via the Health & Safety Team or Occupational Health.