**Transportation or delivery via the University’s delivery service Exeter campuses only**

Transportation or delivery of equipment from the Exeter campuses only to home addresses can be arranged within a 30 mile radius of Exeter City Centre.

Where equipment is required beyond this distance new equipment will need to be purchased and delivered to home addresses via a supplier company – see Delivery (direct from suppliers) option within the ‘Equipment’ tab.

**Type of equipment that can be delivered**

There are limitations on what type of equipment that can be retrieved from the Exeter campuses and delivered to home addresses via the University’s delivery service.

Office equipment that can be retrieved and delivered are as follows:

* Office chairs
* Ergonomic desktop equipment\*

\* Approval by the line manager/supervisor needs to be in place prior to requests for home deliveries being made

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) – refer to the IT equipment requests information page.

**Transportation or Delivery**

Information required to enable home delivery of existing equipment retrieved from Exeter campuses only or new purchased equipment are as follows:

Employee/Student Name:

College/Service Name:

Department:

Line Manager/Supervisors Name:

Campus:

Building:

Desk location within building i.e. room number and/or directions if an open plan or shared office area:

Exact details of items to be retrieved:

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):

Requests should be submitted with the information above to: transport@exeter.ac.uk

**NB:** Deliveries will be made 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.

**Health and Wellbeing**

In the interest of the health and wellbeing of all staff/students when requests for delivery are being made information should be provided in advance on whether the recipient is:

* Self-isolating as a precaution
* Self-isolating with COVID-19 symptoms
* Self-isolating as otherwise at risk

**NB:** Social distancing will need to be maintained at all times when deliveries are 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 the requests made, further information can be obtained via College/Service key contacts.

**Items that cannot be transported form Exeter campuses**

It is not possible to dismantle larger equipment or collect difficult to find items, such as within desk drawers or cupboards.

If larger items such as desks are required these need to be purchased and supplied direct to home addresses via the supplier company.

**NB:** There may be issues with availability of some items due to commercial demand and lack of availability from stockists.

Requests for items to be purchased should be made via the College/Service key contacts (refer to the guidance section of the COVID-19 Homeworking DSE website for College/Service contact names).