What do we do with spare assets when a building closes?

If a building is closing on your estate, we don’t want to let the assets end up in a skip! This document is designed to help you spread the word that those assets are placed on the Warp It system ready for reuse.

Why use this document?
Building clearance is the biggest opportunity for reuse on your estate. Assets are usually scrapped but let’s change this with this newsletter and let everyone in your organisation know about it!

How to use this document

Use this content to announce to staff about the status of the building and status of asset availability on Warp It.

When to use this document

This content is to be used for the closure or decommissioning of each building on your estate. Work with your building decommissioning team to ensure that the relevant information is included in the content. As soon as you know a building is going to clear- get the assets on the system and tell people. This might mean ongoing liaison with the building programme manager.

Where to use this document

Use this document as a basis for an email, newsletter or internal news item. You can also use this content as the basis of an external press release.

All you have to do is:

* Edit as you see fit when you see the **asterix\***.
* Enter the relevant organisation’s or person’s name where you see yellow text.
* Follow top tips where you see *italics*.

### **The building closes but the assets live on!**

[Insert name of building] is set to **\*close/be demolished/refurbished/be sold\*** in coming weeks as part of the estate management strategy.

[Insert name], the project manager, said: “Insert main message that the building manager wants to get over to the audience here.”

Demolition crews will start work in X months as they begin the works to make way for plans for a new [insert replacement plans].

[Insert name] said: “All of the surplus assets within the building have been added to the [Warp It](http://www.getwarpit.com) system for staff to claim. They will be offered internally for work use, externally to charities\* and will also be made available for staff to purchase\*. We are really looking forward to those assets being reused as part of our sustainability plan for the building.”

[Warp It Lead name] said: “Staff who want to claim assets as part of this move can see what is available on our Warp It portal. It is easy to sign up and log in. It is just like eBay! You can all see what’s going to become available and the plan procurement needs around this momentous occasion.”

**How do I register?**

Visit our homepage here: www.warp-it.co.uk/NSERTYOURORGANISATIONNAME. Make sure you book mark it. Hit the big green button which says ‘register’ now. Once you register you’ll get further instructions. You can browse items on Warp It by hitting the search button.

* Learn how to add an item [here](https://www.warp-it.co.uk/training-add).
* Learn how to claim an item [here](https://www.warp-it.co.uk/training-search).

If you want to know more about the system in general, go to [www.getwarpit.com](http://www.getwarpit.com) where there are examples of how the system is working well in other organisations just like ours. You can also check out the Frequently Asked Questions [here](https://www.warp-it.co.uk/faq.aspx).

If you have any questions about this new scheme please get in touch with insert admin contact details