

ALBA STEP UP

Download the ALBA Step Up App from the App Store or Google Play to arrange for collection

For more information about the app, please refer to the [User Guide](#).

1.	Desktop (CPU only)	9.	Uninterruptible Power Supply (UPS)
2.	Monitor	10.	Keyboard
3.	Laptop	11.	Mouse
4.	Server & Storage	12.	Li-ion Batteries
5.	Network Equipment - switch, modem etc.	13.	Loose Hard Disk Drive
6.	Mobile Devices – tablet, iPad and hand phone	14.	Docking Station
7.	Printer	15.	Cables
8.	Scanner	16.	Power Adapter

Important Note

1. All items collected cannot be returned to the department.
2. Collection will be between 9.00am and 5.00pm, Monday through Friday excluding public holidays.
3. A confirmation email will be received upon booking. User will be contacted at least three (3) days prior to the scheduled collection should there be any changes.
4. The minimum quantity for collection per campus is **twenty (20) pieces** per trip.

Department Responsibilities

1. Please ensure that the [University Fixed Assets Retirement Policy & Procedures](#) is adhered to before sending any university-owned equipment for recycling.
2. Department is responsible for backing up or transferring any data; deleting data on the hard disk and any storage devices in the equipment; and removing any removable media such as disks, CDs or SD cards before arranging for the collection of the equipment.
3. Equipment that contains university data shall be erased and destroyed using the data cleansing software or degaussed as indicated in the [Secure Hard Disk Disposal](#) website.
4. Department shall bear any cost related to the removal of hard disks or storage media not only in notebooks, computers and servers, but also scanners, copiers etc.; and any arrangements required to be made with the equipment suppliers.
5. For any change or cancellation of collection, department shall give three (3) business days' notice (excluding Sat, Sun and Public Holiday) prior to the scheduled date of collection to avoid additional fees charged.
6. Contaminated equipment or suspected of being contaminated with chemicals, biological agents or other substances shall not be sent for recycling. Department is liable for all costs and expenses associated with, for not informing the Recycling Vendor of any such information.

Contact Us

- **Recycling Vendor (ALBA) Contact:** contact@alba-wh.sg
- **NUS Contact:** zerowaste@nus.edu.sg

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Campus Asset Management
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