**Process to retrieve equipment for temporary working from home during COVID-19 pandemic**

Name: Directorate:

Division: Section:

Contact details of employee:

Email:

Phone:

Summary of details and equipment requested to be retrieved:

With respect to collecting an office chair;

* The standard size for an office chair is approx. 60cm square or 2ft square – you should ensure that this can fit into your workstation area as the width and bottom of the chair can be considerable when compared to a household chair.
* You will need to check beforehand that your vehicle is large enough to accommodate the chair.
* Office chairs weigh around 20kg and we therefore recommend that 2 persons come to collect, load and unload the chair.
* Wheel the chair close to the car to reduce the distance the chair will need to be lifted.
* Bring a blanket or cushion with you to protect the boot / door sill whilst loading the chair into the vehicle.
* Always bend your knees and keep your back straight when performing the lift.

With respect to collecting any other office equipment that you need to do your job:

These will be considered on a case by case basis.

Declaration of employee:

I understand that I am requesting access to a building to collect work equipment and not for any other purposes.

I am aware that the normal facilities management regimes (including cleaning) may have been stopped or significantly reduced during the lockdown period and therefore I should avoid using welfare facilities. I will also ensure that when I am provided with an appointment by the Building Management Team – I will liaise with them (prior to the visit) to determine if there are any other considerations to be observed, or measures which I should be adhered to during my visit.

I understand that I am responsible for the removal of the equipment requested, and if I cannot remove the equipment on my own, I am taking responsibility for the welfare of anyone that I may ask to assist me in its transportation.

I understand that at all material times the property that I am collecting belongs to BCC. When in my care I will take responsibility for any BCC equipment retrieved, and I will replace it should it become damaged during transportation or use at home. I understand that they are not my own possessions.

I understand that I must return the equipment as required, as I cannot expect to have equipment both at home and in the office should/when we return to buildings, (at which point, I need to discuss this with my line manager to decide on what is the most appropriate location for my working situation going forwards).

Signed by employee: Date:

Authorised by manager: Date:

Manager’s name:

Please return this form to Building Management at: [BuildingManagerLancasterCircus@birmingham.gov.uk](mailto:BuildingManagerLancasterCircus@birmingham.gov.uk)