

# MEMO

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The District appreciates the generous donors in our community. To provide quality and safe items to our teachers and staff the following guidelines will be in place beginning January 1, 2022. This includes any donations made to the Teacher's Warehouse.

- Donations must be made during regular operating hours. No unscheduled drop offs will be allowed or accepted.
- Furniture must be commercial grade, no household type items will be accepted
- Furniture must be fully assembled and free standing.
- Any furniture must be in good working condition with no missing parts, protruding nails, or screws.
- Chairs must be in full working condition. This includes all wheels, levers, and seat hydraulics. Fabric must be in good condition with no rips, tears, or stains.
- Furniture and chairs must meet current standards regarding cleaning and sanitizing.
  - No delicate fabrics are allowed.
- Current standards include
  - Items must be less than 12 years old.
  - Office type rolling chairs must have a minimum of 5 wheels / casters.
  - No veneer / wood items. Only laminate and metal for sanitizing and durability.
  - Bookcases and storage cabinets must include all shelves and required brackets.
  - No significant scratches, chips, or stains.
  - Vinyl or similar is the preferred fabric allowed.
- No cubicle type office sets will be accepted.
- No electronics will be accepted.