

Circular Clearance Setup Checklist

Set up your next office clearance as supply, not disposal.

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Use this on every furniture project. The earlier you start, the more value you recover.

6–8 WEEKS OUT

- Walk the floor and grade every item into the three groups below
 - Group 1** Reusable. Good condition, sound. Has resale or buyback value.
 - Group 2** Refurbishable. Worn but sound. Reupholstery, castors, repair.
 - Group 3** End of life. Separated recycling only, never bulk disposal.
- Record quantities in each group

4–6 WEEKS OUT

- Submit Group 1 list for buyback valuation before specifying new
- Apply the buyback credit against new purchase or project budget
- Confirm Group 2 refurbishment route (own estate or refurbisher)
- Identify your contractor and ask the three qualifying questions

3–4 WEEKS OUT

- Waste Transfer Note confirmed in the contract, in writing
- Reuse and recycling breakdown by stream confirmed in the contract
- Carbon saving report, DEFRA methodology, confirmed in the contract
- Group 3 separated recycling route confirmed by material type

1–2 WEEKS OUT

- Collection sequence mapped to the new furniture delivery schedule
- Procurement and facilities aligned on timing
- Group 1 collection date confirmed with the buyer
- Floor cleared before new furniture arrives

THREE CONTRACT CLAUSES

In writing. Not verbal.

- 1 Waste Transfer Note
- 2 Reuse / recycling breakdown by stream
- 3 Carbon saving report (DEFRA)

THREE QUALIFYING QUESTIONS

Ask your contractor. Any "no" = walk away.

- 1 Can you provide a Waste Transfer Note?
- 2 Can you give a reuse / recycling breakdown?
- 3 Can you report carbon saving on DEFRA basis?

Want this done with you on a live project?

Send the floor plan and item list to sam@coggin-sos.co.uk and we will value the estate before you specify new.