



Materials Not Accepted, Direct Donations & Pre-Approval Required

Note: The donor is responsible for cleaning items before they are picked up.

Never Accepted:

- Dirty Items: Ripped, stained, have an unpleasant odor, rotten, rusted, or have animal hair or droppings, or need repair
- Food
- Hazardous Chemicals, Pharmaceuticals, Weapons
- Rusted hardware or any items that are rusted

Direct Donation Only:

- Beds, Mattresses, Bed frames/headboards
- Desks: No particleboard, metal, or L-shaped desks. Desks must not be locked; if locked, a key must be provided with them.
- Glass: Sheets or pieces of glass are accepted only if part of the donated furniture
- Industrial photocopy printers
- Large commercial industrial equipment such as washers, dryers, refrigerators, stoves/ovens
- Pianos
- Platforms/flats/shipping crates/set pieces

Pre-Approval Required:

- **Books or magazines:** Only art-related books (e.g., how-to, examples of, history of art)
- **Carpet/Tile/Fabric Sample Books**
- **Clothing (new or gently used)**
- **Computers, Fax Machines, Monitors, Printers, and Scanners:** Must be flat screen and no more than 4 years old (dated on the back near the serial number)
- **Dark Room equipment (no film)**
- **Enlargers/Overhead Projectors**
- **File Cabinets/Office Furniture:** The Key must accompany the cabinet
- **Furniture**
- **Lighting:** No fluorescent light fixtures (unless brand new) or fluorescent light bulbs
- **Metal Shelving (metro shelving only)**
- **Packing Peanuts**
- **Paint:** No oil-based paints unless the artist paints. No old, spoiled, or dried paint; paint cans must not be rusted or swollen. Gallon-sized paint cans, latex household paint, and all types of artist paints are accepted.
- **Telephone Systems**
- **Televisions:** Only wall-mountable flat screens
- **Toner Cartridges**
- **Typewriters**
- **VCR/Beta Players**
- **VHS/Beta/Cassette Tapes/Records**
- **Wood & Lumber:** Sheet lumber at least a half sheet or bigger accepted; planks & molding-like lumber must be at least 6ft or longer.