



DEPARTMENT OF
FACILITIES MANAGEMENT



2323 S. ROCKWELL ST., CHICAGO IL 60608
PHONE: (773)-843-7306
salvage.request@cookcountyil.gov

SALVAGE COORDINATOR RESPONSIBILITIES

- Be the department's primary point of contact for the DFM Salvage Division.
- Coordinate with DFM Salvage Division the removal or relocation of surplus items or department boxed records.
- Complete, sign, and email Salvage Request Forms to DFM Salvage Division.
- Email Salvage Request Forms to **Salvage.Request@cookcountyil.gov**.
Note: the DFM Salvage Division will not accept requests made via phone or fax.
- Coordinate and ensure all items being removed are accessible and ready for removal by the scheduled pickup date.
- Be present or designate another employee to be present when items are being removed from the work site.
- Register annually with the DFM Salvage Division.