



a fun-size guide to
**sustainable
decommissioning**



letter from dianne

If you've ever felt stuck—too many assets, too little time, not enough help—you're not alone. I've been there, and so have a lot of the facility teams we work with every day. That's exactly why we made this guide.

It's fun-size on purpose: quick to flip through, easy to share, full of small steps by real people who have made a real difference. No perfect plan or full team required.

This guide is here to help you start where you are, with what you've got. Because Just One Thing doesn't have to be big to be powerful—it just has to begin.



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bonus

Don't miss the planning resource included at the end. See page 35.

sustainable decommissioning

top 5 strategies in order of impact



1



2



3



4



5



reuse

reconfigure

resale

donate

recycle

reuse

save your planet and your wallet

definition

[ri:'ju:z] verb

Using existing non-systems product (e.g., ancillary) in new areas or new ways.



reuse

roadmap

Who doesn't love a roadtrip? Try to think of decommissioning as an adventure. Whether your project is big or small, use this roadmap as a self-guided tour towards conserving both time and money. Buckle up and prepare to save.



Including furniture reuse in your Facility Maintenance and Renovation Policy contributes to v4.1 LEED O+M: Existing Building requirements.



start here

- commit to making a sustainable decision
- identify opportunity for reuse

evaluate assets

- examine condition of items in consideration
- take note of finish, size and quantities

confirm requirements

- verify alignment with workplace goals and standards
- confirm furniture will fit new space
- determine project schedule

refresh & restore

- if possible, repair to maximize furniture lifespan
- refinish or reupholster to coordinate with new space
- clean items to revive appearance

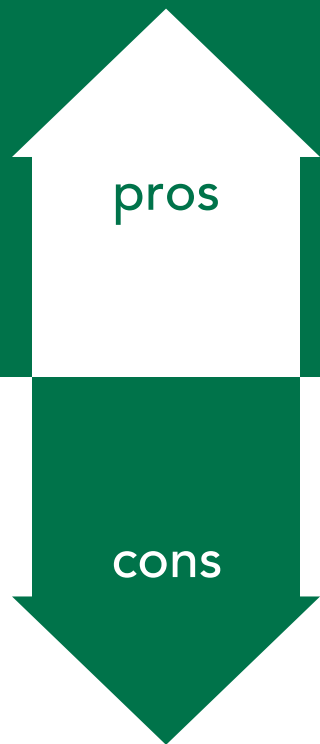
coordinate logistics

- confirm resources and vendors required for scope
- verify building requirements
- protect and store items until reused OR
- deliver & install

celebrate success

- share your success story, so that others know reuse is not only a viable and cost saving option, but one that is easy and green.

reuse



maximizes ROI
by reusing +
repurposing



immediate
environmental
impact by
avoiding
landfill



shortens
procurement
and installation
timelines



builds internal
goodwill and
boosts
sustainability
reputation



limited to
items in good
condition



may require
cost to repair,
clean or
reupholster



can necessitate
storage space
until reuse is
possible



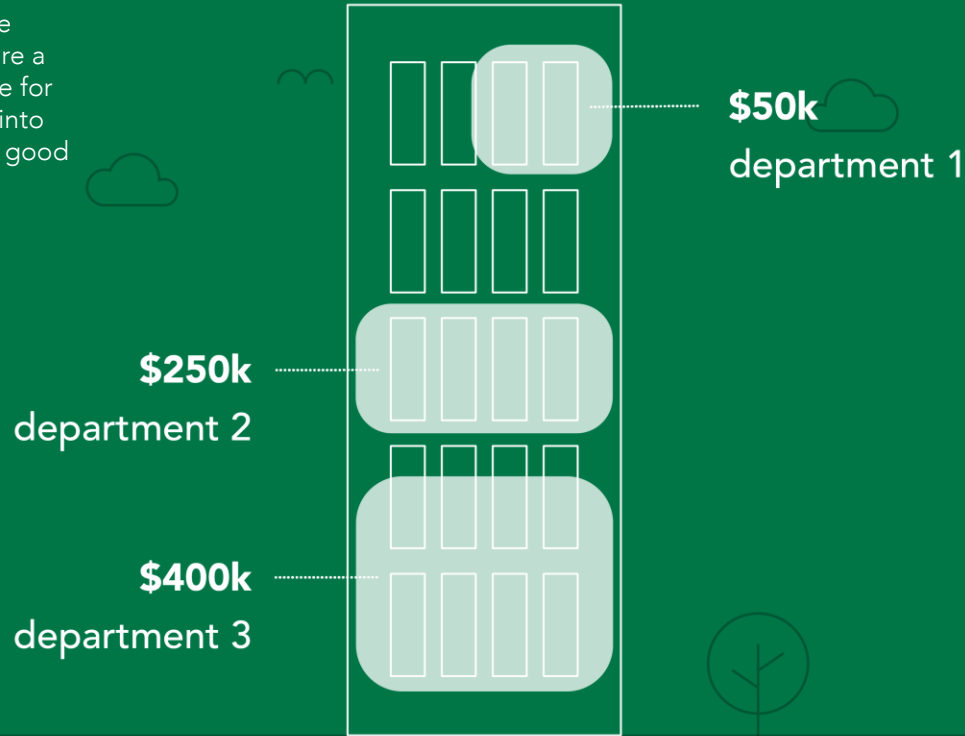
may involve
intensive
upfront
planning



case study

Sony Pictures Entertainment

Sony didn't just consolidate three divisions—they gave their furniture a comeback story. With a sharp eye for reuse, they turned old inventory into serious value. Hollywood loves a good plot twist.



reuse

reconfigure

resale

donate

recycle

landfill diversion:

23klbs

savings:

\$700k

reuse | thought starters

Whether you're relocating or refreshing a space, these ideas can help you make the most of what you already own.

- 01 Make reuse your first step when decommissioning furniture.
- 02 Repurpose lounge pieces into casual collaboration zones or quiet nooks.
- 03 Spot high-volume wins for reuse—think task chairs.
- 04 Reuse storage items, consider rearranging and adding a common top to create meeting spaces.

just one thing



reuse

“Reusing furniture had
10x the carbon impact
of all our other initiatives
combined.”

Lisa Adams
HKS



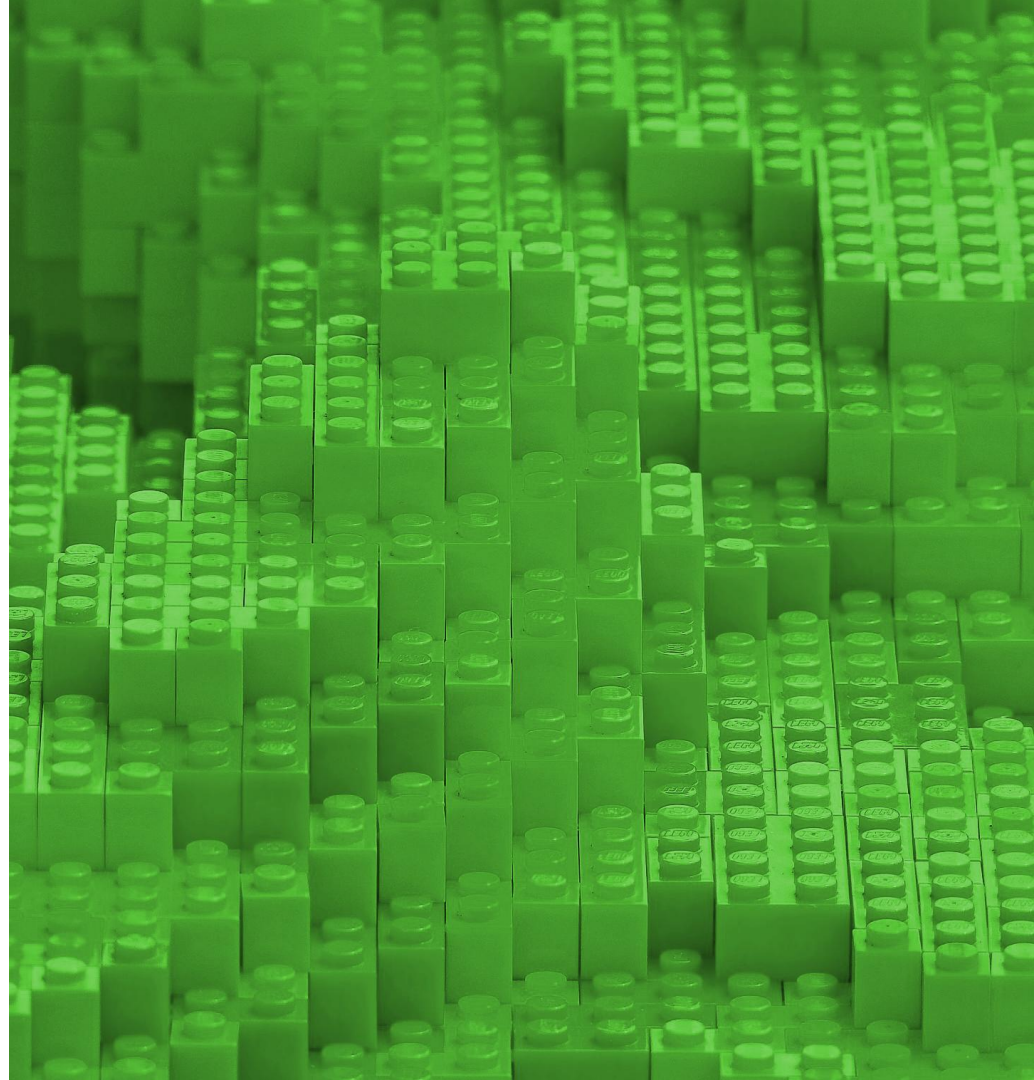
reconfiguration

lego for furniture nerds

definition

[ree-kuhn-fig-yer] verb

Breaking down systems
furniture (e.g., workstations
and casegoods) into all the
parts and pieces and
rebuilding in a new and
different way.



reconfiguration roadmap

The process of reconfiguration follows the typical phases of design. Because of its technical nature, reconfiguration is most successful when integrated from the earliest stage of a project.

Before starting, map out a clear process with your team to clarify requirements and accountabilities.



1



2



3



4



5



6



think ahead

(pre-planning)

- define priorities for efficient decision making
- build alignment with leadership, especially on larger projects
- establish messaging to use in change management

assemble resources

(programming)

- assess inventory against project furniture goals and workplace standards
- engage all of your project team members
- identify schedule and staging zones

establish design

(schematic design)

- run scenarios to evaluate product reuse potential and optimize reuse of components
- prepare test-fit space plan
- ensure reconfiguration plan aligns with design intent of the space

finalize design

(design development)

- produce technical specifications
- create a phasing plan to maximize reuse components
- engage move coordinator to strategize the movement of people and product

complete documentation

(construction documents)

- complete technical drawings and purchase orders
- procure new components and job stoppers (see reconfiguration tool)
- provide contingency budget for any missing pieces identified during installation

finish strong

(contract administration)

- verify electrical & IT disconnects and reconnects
- oversee tear down, move and rebuild of workstations
- sustainably decommission remaining components (store, donate or recycle)

reconfiguration

pros



highest cost savings—can cut furniture budgets by 50-75%



reduces new purchases, lowering environmental impact



supports flexibility for future space changes



often faster than buying new and shortens project timelines

cons



requires technical expertise + detailed planning



labor and logistics can be as complex as new installs



may still require purchasing parts or components



design constraints tied to existing product aesthetics

case study

Indeed

Indeed planned ahead and it paid off. By vetting manufacturers early, they aligned on sustainability, blended old and new seamlessly, and stayed on budget while setting a new procurement standard.

ancillary 30%

conference tables 90%

workstations 100%

task seating 100%

training room furniture 100%

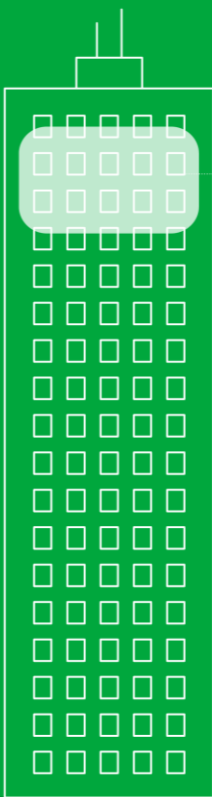
gym equipment 100%

live plants 100%

building overview

36 stories
683,000 sf class AA
20K sf of green space
LEED Platinum - shell

FFE reuse
percentage breakdown



Indeed's space
top 7 floors
186,841 sf
3 floors for sublease
700 workstations
LEED V4 ID+C Gold - interiors

reuse

reconfigure

resale

donate

recycle

landfill diversion:

226k lbs

savings:

\$\$\$\$

reconfiguration | thought starters

Before you buy new, consider how your existing systems furniture could be reimaged—these simple steps can help you get started.

- 01 Reimagine the workstation parts to create new layouts that work smarter for your team.
- 02 Redistribute assets across locations or back-of-house spaces, instead of sending it to the landfill.
- 03 Give existing workstations new life with updated components. Hello, height-adjustable tables!
- 04 Lower panel heights to modernize and open the floorplan; use accessories for color, branding, and a contemporary touch.

just one thing



reconfiguration

“Facility leaders don’t need to do everything—just one thing, done differently, can **drive real impact.**”

Joanna Friesen Toler
Amegy Bank

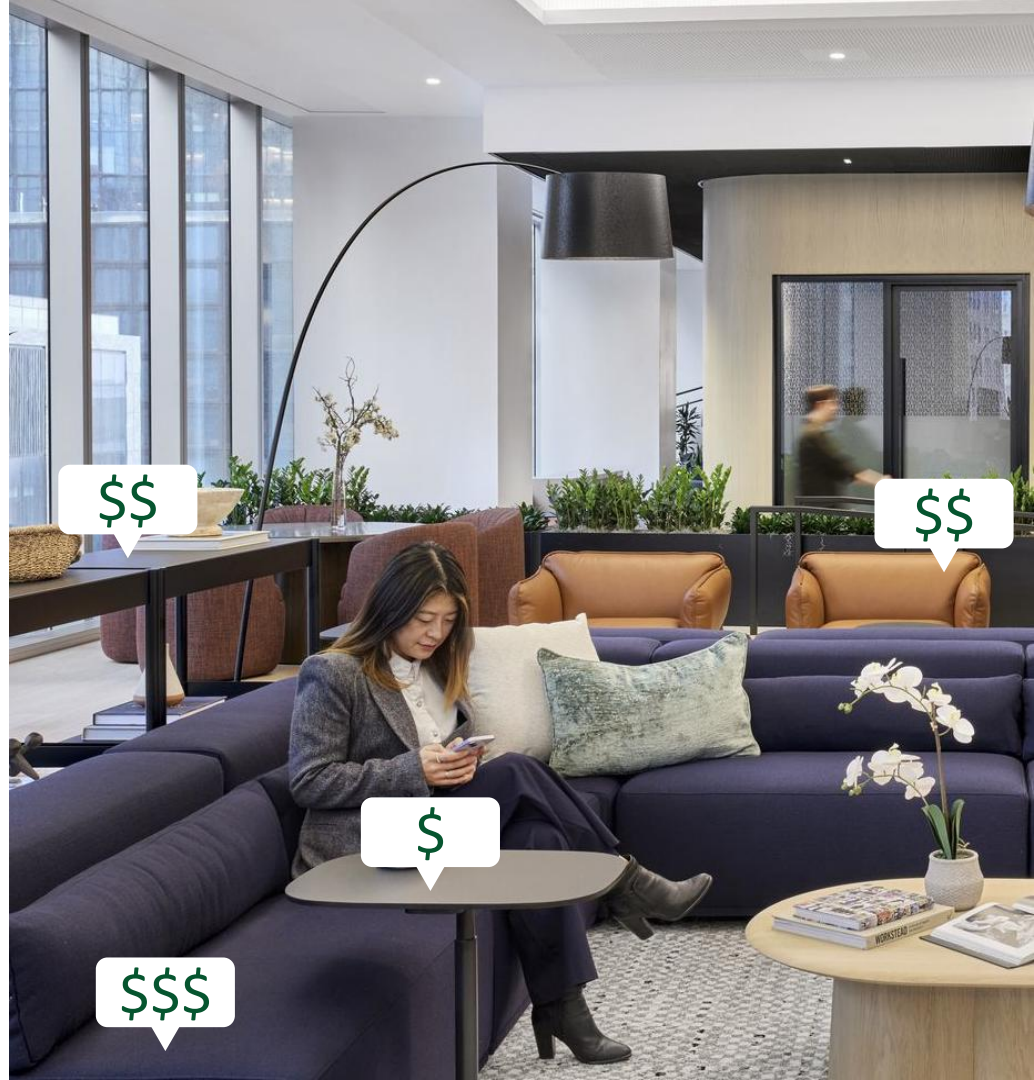
resale

better than an upscale
garage sale

definition

[ri:'sæl] verb

Sale of furniture items
to outside individuals
or companies.



resale roadmap

Resale continues the life cycle of existing furniture and benefits both the seller (earns \$) and the buyer (spends fewer \$), as well as the environment (less product in the landfill).

Resellers recommend at least 60 days to find new homes for your furniture. This increases the chance that it won't end up in the landfill.



1



2



3



4



5



6



plan ahead

- obtain necessary internal approvals and identify required documentation
- research and estimate product value
- determine if you will be selling directly to individuals or engaging a broker/ liquidator

get ready

- gather item information: quantities, details and photos (see tips for taking great photos on page 43)
- clean, touch up and repair items as needed

spread the word

- if selling direct, share product information through online marketplace listings (e.g., ebay, facebook marketplace)
- if engaging a 3rd party, contact local or national pre-owned furniture vendors (brokers, liquidators) for quotes

make a deal

- establish criteria for evaluating offers (e.g., best offer, first to respond)
- review and negotiate offers
- finalize sale price and terms

coordinate logistics

- verify building access requirements
- confirm responsible party for disassembly (seller or purchaser)
- schedule furniture pickup with purchaser

document & celebrate

- execute sales agreement and obtain receipt for transfer of ownership
- update facility drawings and inventory records
- toast (with reusable glasses) to your success in contributing to the circular economy!

resale

pros



generates extra income vs. the cost to dispose



gives item a new life, not landfill space



reduces disposal and storage costs



supports the circular economy + sustainability goals

cons



furniture resale value is often low compared to purchase price



timing can be unpredictable—sales may take months



demand limited to popular sizes, products, styles

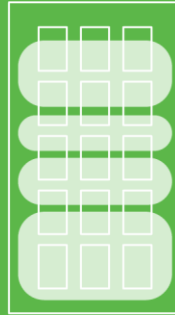


removal and transport costs can exceed sale proceeds

case study

Amegy Bank

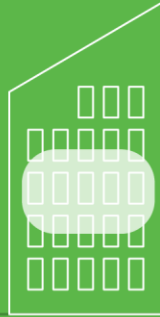
Amegy doesn't just green-light projects, they green them up. By building in reuse, donation, and pre-owned purchases from the start, they turned sustainability into a reason to say yes—and got more projects approved.



**Houston
HQ**
24,000 sq ft



Arlington office
2,300 sq ft



lease space
6,000 sq ft



operations workroom
750 sq ft



Houston bank branch
4,500 sq ft

reuse

reconfigure

resale

donate

recycle

landfill diversion:

110klbs

savings:

\$500k

resale | thought starters

Whether you are selling furniture on your own or working with a liquidator, here are a few tips to get you started.

- 01 Leverage the market—think ergonomic chairs, height-adjustable tables, neutral finishes.
- 02 Bundle items (desk + chair) to boost resale value.
- 03 Clean and declutter before listing item—presentation matters.
- 04 Highlight premium features like integrated power and trusted brand names.

just one thing



resale

“Furniture’s value isn’t
based on what you paid.
It’s based on **what
others want now.**”

Bill Adams
Office Furniture Recyclers Conference

donation

creating karma currency

definition

[doh-ney-shuhn] *noun*

Gift of pre-owned furniture to other businesses, employees or individuals, creating goodwill, a tax deduction and saving the planet.



donation roadmap

Like most things in business and life, starting the process early returns dividends. Donating furniture is no exception. Grab some snacks and fuel up for the journey.

Based on a survey of sustainable decommissioning vendors, the #1 tactic to improve donation efforts is to start early and plan ahead.



1



2



3



4



5



6



plan ahead

- engage HR and community relations to identify charitable partnerships and strategies
- coordinate internal approvals

gather info

- identify potential costs and responsible parties
- gather item quantities and details, including photos
- establish time frame

distribute info

- circulate information about available items
- share, share, share via multiple outlets and relationships
- select and notify recipient(s)

coordinate logistics

- engage FF&E expert to space plan and maximize product reuse
- verify recipient location and schedule delivery
- determine building specific requirements for deliveries

clean & deliver

- perform final cleaning including touch up, steam cleaning, dusting
- coordinate labor and transportation for pickup and delivery

document & celebrate

- calculate fair market value (FMV) for tax purposes
- secure required documentation including liability waivers (recommended)
- high five your team and celebrate

donation

pros



builds goodwill and strengthens community partnerships



potential tax deductions for qualifying donations



keeps useful furniture out of landfills



great PR and morale booster for employees + leadership

cons



requires effort to coordinate recipients and logistics



upfront cost for cleaning, transport and documentation



liability + tax paperwork can complicate the process

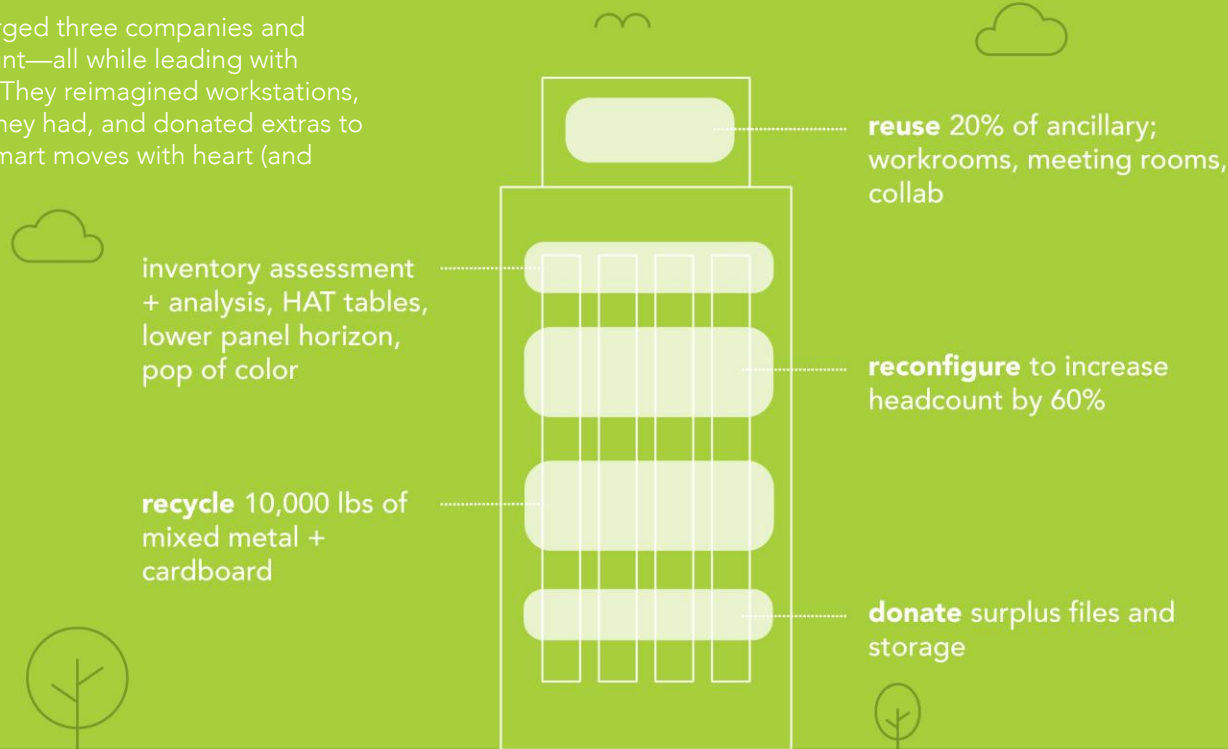


may need internal approvals and clear policies to execute

case study

Global Engineering Firm

This team merged three companies and grew headcount—all while leading with sustainability. They reimagined workstations, reused what they had, and donated extras to employees. Smart moves with heart (and savings).



reuse

reconfigure

resale

donate

recycle

landfill diversion:

155k lbs

savings:

\$700k

donation | thought starters

From schools to non-profits, there's always someone who could use what you no longer need—here's how to begin the donation process.

- 01 Contact your company's nonprofit partners to ask about furniture needs.
- 02 Connect with local schools and community groups to find eager recipients.
- 03 Prep donation forms—think waivers, item lists, and tax documents.
- 04 Track and celebrate your donation success.

just one thing



donation

**“Executive buy-in is key
to driving reuse and
removing hurdles that
only leadership
can clear.”**

Giancarlo Perossa
Senior Corporate Real Estate Leader



recycling

it's not just for plastic bottles

definition

[rē-sī'klīng] verb

The action or process of converting waste into reusable material.



recycling roadmap

While hope is not a strategy, we remain optimistic that recycling infrastructure and technology options will improve. In the meantime, every effort matters. We look to furniture manufacturers to expand product offerings that incorporate recycled materials and are easy to recycle.



Earn up to two (2) credits for tracking all renovation debris (including furniture) and diverting, salvaging or recycling 50% or more under LEED v4.1 BD+C: New Construction.

1



2



3



4



think ahead

- ask: is there a creative way to reuse or repurpose parts/pieces?
#thinkoutsidethecube
- determine what documentation is required for sustainability goals or other programs (e.g., LEED)
- obtain any required approvals

research & plan

- identify local recycling facilities, resources and requirements
- engage decommissioning vendors to understand options, scope and pricing
- determine which products and materials can be recycled

coordinate logistics

- confirm disassembly, labor and safety requirements
- deliver material(s) to local recycling center(s)

document & celebrate

- gather receipts, documentation and submit to appropriate entities
- applaud yourself for increasing the circularity of resources

recycling

pros



reduces landfill waste + supports raw material recovery



aligns with corporate ESG and sustainability reporting



some materials (steel, aluminum) retain high recycling value



more manufacturers are designing for recycling, making end-of-life easier

cons



often labor-intensive and costly to sort, disassemble, and transport



recycling capabilities vary by region and material



limited financial return or incentives

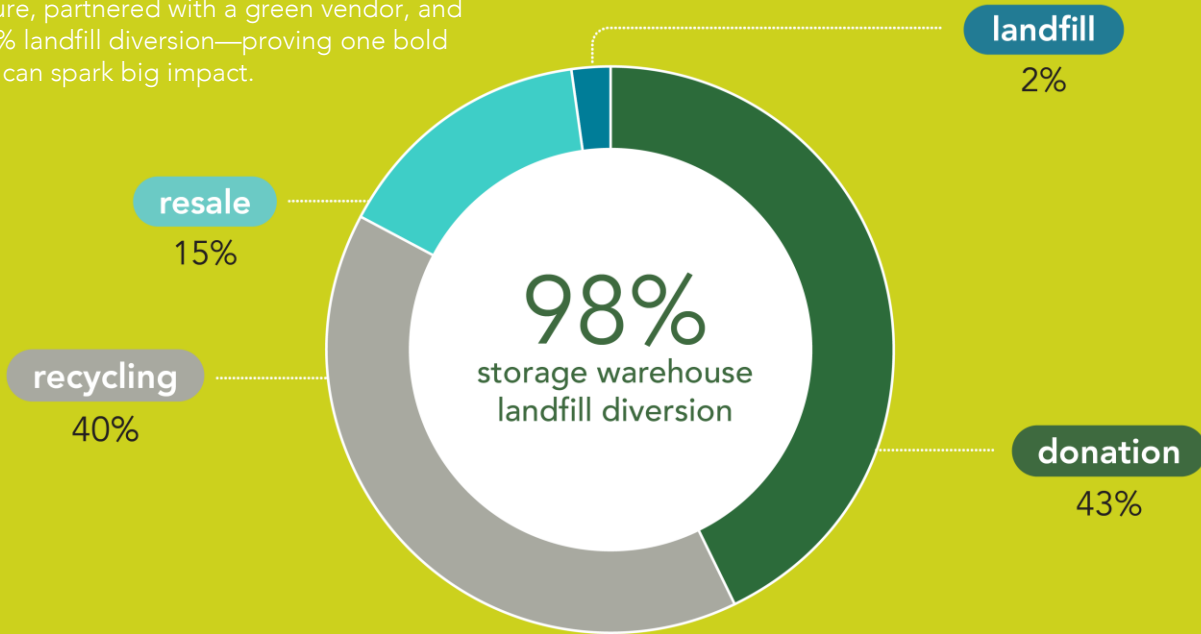


infrastructure and vendor transparency still evolving

case study

Toyota Motors North America

What began as a storage problem became a sustainability win. Toyota cleared out unused furniture, partnered with a green vendor, and hit 98% landfill diversion—proving one bold move can spark big impact.



reuse

reconfigure

resale

donate

recycle

landfill diversion:

49k lbs

savings:

\$50k/yr



recycling | thought starters

If furniture is truly at the end of its life, these small actions can help you recycle responsibly and avoid the landfill.

- 01 Identify local recycling centers and accepted items.
- 02 Check with pre-owned vendors before recycling tech components, they may still have resale or reuse value.
- 03 Separate recyclable materials during breakdown for easier handling.
- 04 When purchasing new, prioritize furniture made with recyclable parts + materials

just one thing

“Many manufacturers invest in sustainable production but overlook **the value of end-of-life** and circularity.”

Jon Strassner
Jon Strassner Consulting

sustainability workshop

**Too many choices? Too little
time? Too many chairs?**

Turn the overwhelm into action
with a workshop that delivers a
real, ready-to-use plan.

where strategy meets clarity:



fast + focused



smart game plan



cost-saving strategies



internal buy-in

learn more

dianne murata

chief furniture nerd

+ accidental environmentalist

e: dianne@kimikodesigns.com



sustainability workshop

turn your goals into action—with a smart, clear plan.

“We’ve hit the ground running thanks to your support! This will shape how we handle surplus for years.”

JULIE P.
director, City of Kent

walk away with:



a custom roadmap

aligned with your sustainability goals, furniture standards and internal workflows

why teams love it:

It’s not one size fits all, it’s your plan—built around your people, tailored to your process, and focused on your priorities.



clear, confident next steps

whether you’re refreshing, relocating or decommissioning

No more second guessing or stalling, everyone knows what’s next and why.



tools and templates

your team can use right away

They save time, cut confusion and make it easy to get started.



solutions that reduce waste

and extend the life of your assets

Because saving the planet, and the budget, is a win-win every stakeholder can get behind.



expert insight

to avoid common pain points and missed opportunities

It’s grounded in real-world insights, giving teams the confidence to move forward without second guessing.





what's next?

kimiko green is where leaders and change makers from across the industry came together to rethink what furniture can do. Our playbooks show you how to plan smarter, reuse better, and make more purposeful choices.

Less waste. More savings. Real change.

roundtables

Starting this fall, our roundtables are open to all! Sign up to stay in the loop on what's coming in 2025 (and beyond).





join us!



download:
playbooks



sign up:
newsletters



reach out:
green@kimikodesigns.com

