

	
<b>University of Prince Edward Island</b>	<b>Policy Number:</b>
<b>Policy Title:</b> Storage	<b>Page:</b> 1 of 3
<b>Creation Date:</b> 31 October 2000	<b>Version Date:</b> February 2011
<b>Authority:</b> Vice President Finance & Facilities	<b>Responsibility:</b> Director of Facilities Management
<b>Reference:</b>	<b>Review Date :</b> May 2012

1. **Purpose** The procedure to be used when requesting storage of goods.
2. **Scope** All departments and facilities at UPEI.
3. **Policy**

At time of request, goods will be identified as one of the following three (3) categories;

**A) Short Term Storage** - to be stored for a maximum of six (6) months, at which time if goods are not removed from storage, they will become the responsibility of Facilities Management and/or Procurement Services to determine use or disposal. All goods placed in storage must be clearly marked and labelled by department requesting storage. Cartons must be sealed and labelled with the storage request form, indicating department, general contents, date of storage and contact name & number. All other goods must be labelled similarly. Storage over six (6) months may be subject to storage fees.

**B) To Be Reused or Sold**  
Facilities Management and Procurement Services retain the right to refuse to store goods determined to be unfit for sale or reuse. All revenues generated from sale of goods by Procurement Services will be deposited to General University Revenue accounts. Each item will be numbered and inventoried.

**C) Rotating Storage** - goods that are being used and replaced on a regular basis. As with category A, all goods must be labeled. Procurement Services will take responsibility for controlling this inventory.

Facilities Management will not be responsible for items damaged or lost while in storage. Off site secured storage is available at a cost to your department.

Storage that does not fit into the above categories may be subject to storage fees. Facilities Management reserves the right to refuse to store goods for reasons including safety and space availability.

**4. Procedure**

Upon request for storage, users will be required to complete the attached form. The completed form is to be forwarded to the Facilities Management department. A decision will then be made by the General Foreman or his/her designate as to compliance with the policy. Upon approval, the form will be forwarded back to the requesting department to attach to the item(s) for storage. Facilities Management staff will not pick up items for storage without an attached storage request approval.

**5. Review**

May 2012

<b>Date of Storage:</b>	
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<b>Department:</b>	
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<b>Contact Name:</b>	
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<b>Contact Number:</b>	
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Please select the type of storage required:

- Short Term Storage   
  To Be Reused or Sold   
  Rotating Storage

General Description of Contents:

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I understand that Facilities Management will not be responsible for items damaged or lost while in storage. I understand that Facilities Management will store this item for a maximum of six (6) months from the date of storage indicated above. At that time, if this item is not removed from storage, it will become the responsibility of Procurement Services and/or Facilities Management to determine use or disposal.

Signature: ..... Date: .....