Central Storage Facility

Summary/Purpose: To provide guidelines and procedures to departments requesting environmentally and/or non-environmentally controlled storage space for University records, property, or equipment.

GENERAL

The University of Mississippi Physical Plant Department maintains a Central Storage Facility for departments to store records, documents, and limited furniture.

The Central Storage Facility is at the Physical Plant Complex and has 10,000 square feet of Environmentally Controlled storage and 10,000 square feet of High Bay Storage that is not environmentally controlled.

The Physical Plant department maintains security at the Central Storage Facility.

Doors to Environmentally Controlled Rooms have individually keyed locks.

The Central Storage Facility is open from 7:30 a.m. until 4:30 p.m. Monday thru Friday except when the University is officially closed.

Office, labs, or meeting space is not available in the environmentally controlled or high bay storage area.

GUIDELINES

The Physical Plant determines what items or materials departments can store in the Central Storage Facility.

Departments should call the Physical Plant (7051) to obtain clearance of questionable items before bringing them to or having items picked up for storage in the Central Storage Facility.

Pickup of items cleared for storage is by two methods:

- Department submits the request through SAP to the Physical Plant Department for the pickup and delivery of items to the facility. Physical Plant will bill the department for labor and equipment used.

- Department delivering and putting items in room(s) designated by Physical Plant personnel.

Department designee will be present when storing items in designated room(s).

Department designee will complete and sign a Central Storage Facility Storage Form (see page 4 of this policy) detailing the items stored and the anticipated length of storage.
The Physical Plant will issue a key to the department designee for the room(s) assigned. Access to the High Bay Storage areas is normally during stated office hours. Departments must arrange with the Physical Plant for access outside normal office hours. Departments will incur a charge for access after normal business hours.

The Physical Plant Department is not responsible for damage or loss to items stored in the Central Storage Facility.

Removal of stored items from the Central Storage Facility is the responsibility of the department storing the items. Removal is made when:

- Department submits an order via SAP to the Physical Plant Department for the pickup and delivery of items to the location specified by the department. Physical Plant will bill the department for labor and equipment used.

- Department picks up stored items. The department head must submit written authorization for items to be picked up by anyone except the person that stored the items.

Department designees must be present or provide written authorization for anybody to enter the departments designated storage space.

Departments storing furniture in the High Bay Storage area for more than 180 days will have the option of removing the items or the items becoming the responsibility of Property Control to sell, transfer to another department, or salvage. This time limit does not apply to departments with furniture stored that are temporarily located in Lester Hall or elsewhere on campus while permanent space is built or renovated.

Only items requiring an environmentally controlled location are stored in the Environmentally Controlled Area. Other items are stored in the High Bay Storage.

Items stored in the High Bay Storage are stored on pallets in order to move them by forklift or pallet jack. The Physical Plant will provide pallets.

The storing department is responsible for keeping the room(s) in the environmentally controlled area neat and organized.

**FEES**

The Physical Plant charges for the pickup and delivery of items to the Central Storage Facility based on time and equipment used.

The Physical Plant charges for delivery of items from the Central Storage Facility to the storing department.

Replacement cost for lost keys to individual room(s) is $25.
PROHIBITED ITEMS

Items prohibited from being stored in the facility include, but are not limited to, the following:

- Ammunition
- Computers or peripherals
- Drugs of any type
- Drug Paraphernalia
- Explosive materials
- Firearms
- Flammable liquids (gas, diesel, kerosene, oil, paint, and so on.)
- Hazardous items
- Hazardous waste material
- Items that produce odors
- Items deemed by the Central Storage Manager to be detrimental to other tenants
- Items on a department’s property inventory
- Living things (animals, plants, etc.)
- Perishable items
- Personal items belonging to faculty, staff, or students
CENTRAL STORAGE FACILITY
STORAGE FORM

Department: ________________________________ Date: ____________

Departmental Representative (Print Name): ________________________________

Storage Area: High Bay _____________ or Environmentally Controlled _____________

Number of Keys Received: _______ PPD Representative: ________________________

ITEMIZED LIST OF ITEMS STORED

1. _________________________________ 11. ________________________________
2. _________________________________ 12. ________________________________
3. _________________________________ 13. ________________________________
4. _________________________________ 14. ________________________________
5. _________________________________ 15. ________________________________
6. _________________________________ 16. ________________________________
7. _________________________________ 17. ________________________________
8. _________________________________ 18. ________________________________
9. _________________________________ 19. ________________________________
10. _________________________________ 20. ________________________________

Additional items should be listed on the back of this form.

My signature certifies the following to be true:

• The itemized list of items stored is correct and complete.
• None of the items stored are prohibited (see page 3 of Central Storage Facility policy for list of prohibited items). Prohibited Items placed in storage may result in the department forfeiting its storage space.
• I understand that the expiration date for my department’s assigned space in the High Bay Storage Area is 180 days from the above date.

Signature of Departmental Representative: ________________________________