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

The Central Storage Facility is located 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 Environmentally Controlled storage area is divided into 66 wire cages with individually keyed locks.

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

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

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

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

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.

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 5 of this policy) detailing the items stored and the anticipated length of storage.
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 area(s) designated by Physical Plant personnel.

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.

ENVIRONMENTALLY CONTROLLED STORAGE

The Environmentally Controlled Storage area has 66 wire storage cages that are approximately 10ft X 11ft. The wire storage cages have individual key locks.

Multiple storage cages may be assigned to departments based on storage requirements. Departments requiring less space may share a storage cage with another department. Lockable file cabinets are highly recommended when storage cages are shared.

Access to the Environmentally Controlled Storage building’s exterior door is by electronic card swipe and door operator. This allows 24 hour 7 days a week access.

The Physical Plant will authenticate card access for personnel authorized entry into the building and issue keys to the department designees for the wire cage(s) assigned. Department Chairs are responsible for authorizing access to controlled storage space and must report to the Physical Plant cancellations of employee access due to retirement, job changes, termination, etc.

The Physical Plant will provide pallet jacks and ladders as needed.

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

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

A sample arrangement for filing cabinets is attached on page 6.
HIGH BAY STORAGE AREA

The High Bay Storage area consists of 10,000 square feet of non-environmentally controlled storage space. Large racks are available to handle palletized bulk items. Storage space will be assigned based on storage needs.

Access to the High Bay Storage areas is during normal office hours (7:30AM – 4:30PM Monday thru Friday). Departments must arrange with the Physical Plant for access outside normal office hours. Departments will incur a service charge for access after normal business hours and times when the University is closed.

Departments storing items 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 and equipment stored that are temporarily located in Lester Hall or elsewhere on campus while permanent space is built or renovated.

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 their assigned storage area(s) 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.

Departments will incur a charge for access after normal business hours and times when the University is closed.

Replacement cost for lost keys to individual cage(s) and electronic cards is $25 each incident.

PROHIBITED ITEMS

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

- Items on a department’s property inventory
- 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
Living things (animals, plants, etc.)
Perishable items
Personal items belonging to faculty, staff, or students
Items deemed by the Central Storage Manager to be detrimental to other tenants
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 pages 3 and 4 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: __________________________________________