

**UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY**

STORAGE

Section 5, Facility Management
Policy 5.5, Storage
Responsible Executive: VP Finance & Operations
Responsible Office: Facility Management
Issued: October 26, 2009
Latest Review / Revision: January 9, 2012



POLICY STATEMENT

Facilities Management serves as a short-term (three months or less) storage facility for approved goods. An exception to the three-month short-term storage guideline is for the long-term storage of archival records.

REASON FOR POLICY

The overall intent of the storage area in the Facilities building is not for long-term storage. All goods to be stored at the warehouse must have prior approval from Facilities Management staff before being accepted for storage to ensure the proper use of the facility.

SCOPE OF POLICY

This policy applies to all members of the University community and should be read by:

President	Faculty
Vice Presidents	✓ All Employees
Deans, Directors & Department Heads	Students
Area Managers & Supervisors	Others _____

WEB SITE REFERENCES

This policy: <http://und.edu/finance-operations/files/docs/5-5-storage.pdf>
Policy Office: <http://und.edu/finance-operations/policy-who-we-are.cfm>
Vice President for Finance & Operations: <http://und.edu/finance-operations/>

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RELATED INFORMATION

Facilities Management	http://www.und.edu/dept/facilities/
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CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone	Office or Department E-Mail / Web Address
Policy Clarification	Facilities Management	(701) 777-2591	und.supply@email.und.edu http://www.und.edu/dept/facilities/
Pick up/Delivery	Facilities Management	(701) 777-3125	und.supply@email.und.edu http://www.und.edu/dept/facilities/
Storage	Facilities Management	(701) 777-2591	und.supply@email.und.edu http://www.und.edu/dept/facilities/

DEFINITIONS

BIN	Identification number for stored items assigned by Facilities Management staff
Systematic Retrieval	Stored boxes are numbered accordingly to assist in the retrieval of boxes and information at a later date.

PRINCIPLES

OVERVIEW – Facilities Management serves as a short-term (three months or less) storage facility for approved goods. An exception to the three-month short-term storage guideline is for the long-term storage of archival records.

The overall intent of the storage area in the Facilities building is not for long-term storage. All goods to be stored at the warehouse must have prior approval from Facilities Management staff before being accepted for storage to ensure the proper use of the facility.

PROCEDURES

Requesting Storage Space

Departments requesting storage space may mail or fax a completed Property Storage form to Facilities Management staff. Any incomplete forms will be sent back to the department. Facilities Management staff will notify the department if there is space available and assign a BIN number to ensure proper identification and redistribution. It is recommended departments keep a copy for their records. Facilities Management staff will arrange for Campus Postal Services or Facilities Management to pick up items.

Record Preparation

All archival records must be in sturdy, numbered, taped shut, cardboard banker boxes. The boxes must be ready to be palletized, and clearly labeled with the department's name and the box number. The box number is a number system determined by the department requesting storage so the records can be accessed on a systematic retrieval basis.

Bulk Purchasing Storage

Rotating goods purchased by departments in bulk quantities may be stored if space is available. It is the department's responsibility to track its inventory of goods for reordering and insurance purposes. The department must notify Facilities Management staff of any incoming reorders with approximate delivery dates.

Short Term Storage

The department must securely attach a Property Storage form to each item to be stored before acceptance by Facilities Management staff.

Delivery

When a department is ready for the retrieval of its stored property, the department will inform Facilities Management staff of its needs and the BIN number. Facilities Management staff will make arrangements for delivery to the department by Campus Postal Services or Facilities Management. Facilities Management will make the delivery if the quantity of goods is greater than 10 packages or more than 70 lbs.

RESPONSIBILITIES

Department	<ul style="list-style-type: none"> ▪ Mail or fax a completed Property Storage form for approval. ▪ Appropriately box and label archival records for storage. ▪ Track inventory of bulk quantities held in storage and notify Facilities Management staff of incoming reorders and approximate delivery dates. ▪ Attach a Property Storage form to <u>each</u> short-term item to be stored. ▪ Inform Facilities Management when retrieval of stored property is necessary. Include BIN number when requesting retrieval and delivery.
Facilities Management	<ul style="list-style-type: none"> ▪ Notify department if space is available for storage and assign a BIN number for identification purposes. ▪ Verify each box has been identified and boxed appropriately before accepting/storing goods. ▪ Make arrangements for delivery upon receiving a retrieval request. ▪ Work with departments to annually review items stored in the Facilities building.
Campus Postal Services or Facilities Management	<ul style="list-style-type: none"> ▪ Pick up items for storage. ▪ Deliver items to departments.

FORMS

Property Storage form	http://www.und.edu/dept/facilities/centwarehouse/Forms/Storage.pdf
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REVISION RECORD

10/26/2009 - Policy Implementation	
01/09/2012 - Revision	<ul style="list-style-type: none">▪ Changed Facilities and FMCW to Facilities Management▪ Specified banker boxes to store archival records▪ Put into F&O policy format