

Warehousing Policy

Due to the limited space available to store items in the warehouse, the following policy was developed.

Goals

- Maintain tight control over what goes into warehouse.
- Store only items that are declared surplus, have value to the University, and can be used within a reasonable timeframe are approved for storage.
- Keep warehouse in order.
- Keep accurate and up to date inventory of items stored in warehouse.
- Publish a list of furniture and equipment available for use.
- Maximize the effectiveness of warehouse space and enhance utilization.

Process

The Warehousing Department requires all tenants with assigned caged areas to provide contact information and keys for those areas. All tenants must keep items within the caged areas organized and racked to maximize the space provided and to provide a safe working environment. The Warehouse Manager has final approval for all assigned areas in the warehouse facility. Any exceptions must be approved by the Office of Senior Associate Vice Chancellor for Finance & Administration.

All personnel must check-in at the Warehousing Office located at 2111 Stephenson Drive before adding items outside their assigned areas. Leaving items outside your gated and locked area is strictly prohibited without prior approval from the Warehouse Manager. The rear roll-up door will be controlled by warehousing staff only.

All items approved for storage outside the assigned areas must be tagged by warehouse personnel with the date, the department name, the employee dropping off the item, and the contact information (phone number & email address) for the person responsible for the item being stored. All contact information is required, no exceptions. Items left in the warehouse outside an assigned area will be considered abandoned property. The abandoned item(s) will become property of the Warehousing Department **after 30 days** and disposed of as mandated by Surplus Property Policy.

Recycling and Warehouse staff may work together on identifying any items deemed salvageable. The Warehousing department has first right of refusal on any items brought in by Recycling. No items may be staged near the dock doors without prior approval from the Warehouse Manager.