



## **Capital Planning and Space Management**

### **Storage Policy – Stanford University Central Storage Facilities – SAL 2, Newark and Other Temporary Locations (such as Old Anatomy)**

#### **INTRODUCTION**

Central storage for Stanford University is located at SAL 2 and in the Newark Warehouse.

Temporary storage space is also located in the Old Anatomy building.

Space in these facilities is allocated by the Department of Capital Planning and Space Management in conjunction with the Office of Provost, and managed by Facilities Operations. Requests for storage space must be submitted on the Department of Capital Planning and Space Management's space request and justification form. Storage agreements are required for these storage areas, and are administered by Facilities Operations.

#### **CRITERIA FOR STORED MATERIAL**

The following criteria will be used in allocating storage space:

Material that may be stored in central storage facilities:

- Materials that require short-term storage due to a renovation project or an office move/remodel;
- Documents or materials required for grants and/or research project (the time frame required must be specified and no cataloguing or retrieval services are provided);
- Documents or materials required for personnel or legal actions (the time frame required must be specified and not cataloguing or retrieval services are provided);
- Materials required for teaching laboratories, classroom use or other educational uses;
- Material necessary to the academic mission of Stanford, which may include working equipment, furniture, library materials.

Material that may not be stored in containers:

- Chemicals or hazardous waste
- Non-working equipment
- Empty cardboard boxes, styrafoam, packing materials, etc.
- Individual office files or other individual items (furniture, books, etc.)
- Materials belonging to emeritus faculty members
- Non-usable office furniture (such furniture should be surplusd)
- Personal property (bicycles, athletic equipment, personal furniture, etc.)

## **STORAGE PROCEDURES AND PRIORITIES**

All storage is assigned for a specific period of time, and the central storage area is culled on a regular basis in consultation with the owners of stored property.

Central storage is available to schools/departments only after school/departmental storage space is exhausted.

Storage is managed by each property owner within the assigned space and is overseen by Facilities Operations. There are no document retrieval or other services available in these central storage spaces. Storage requiring retrieval on a regular basis is better stored in a commercial facility.

Priority is given to the following types of materials:

### For SAL 2:

- Materials that need to be on campus and are accessed on a frequent and re-occurring basis; ie materials with academic priorities/uses or student activity uses.
- Materials with a short-term storage need, such as renovation-related storage or project-related storage.

### For Newark:

- Materials that require long-term storage but which do not need to be on campus;
- Materials accessed on a less frequent basis than the above;
- Materials related to academic priorities and needs;
- Materials with a short to mid-term storage need.

Exceptions to the criteria above are made only in special cases, and by the Provost.

For questions about this policy, please contact Margaret Dyer-Chamberlain, Senior Director of Capital Planning and Space Management, at (650) 725-0430.