



## **Capital Planning and Space Management**

### **Storage Policy – Stock Farm Road Container Yard**

#### **INTRODUCTION**

Container storage for Stanford University is located at Stock Farm Road. Container space is allocated by the Department of Capital Planning and Space Management in conjunction with the Office of the Provost. Requests for container storage must be submitted on the Department of Capital Planning and Space Management's space request and justification form.

Container storage, in general, is not a preferred storage method for the Stanford campus. The University's long-term (10-15 year) plan is to phase out container storage entirely.

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

The following criteria will be used in allocating container space at Stock Farm Road:

Material that may be stored in containers:

- Materials that require short-term storage due to a renovation project or an office move/remodel;
- Working equipment or materials required for grants and/or research projects (the time frame required must be specified and no cataloguing or retrieval services are provided);
- Materials required for teaching laboratories, classroom use or other educational uses (time frame must be specified and no cataloguing or retrieval services are provided.)

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.)
- Paper documents, files, etc. – containers are not necessarily water/climate tight and should not be used for paper materials.

### **STORAGE PROCEDURES AND PRIORITIES**

All storage is assigned for a specific period of time, and the Stock Farm container yard is culled on a regular basis in consultation with the owners of stored property. Container storage is available to schools/departments only after school/departmental storage space is exhausted.

Storage is managed by each property owner within the assigned containers. Costs of containers are borne by the school/area. There are no retrieval or other services available in these central storage spaces. Storage requiring retrieval on a regular basis is better stored in a commercial facility.

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.