



Land, Buildings and Real Estate

STORAGE CONTAINER POLICY

SUMMARY This statement describes Stanford University policy on the allocation and management of campus storage containers.

POLICY STATEMENT

Storage containers on campus are centrally located in the storage container yard and adjacent area on Stockfarm Road. Locating containers in other areas of the campus is strongly discouraged with some exceptions, such as the corporation yard at Facilities Operations. Containers are approved and allocated by the Provost, through the Department of Capital Planning and Space Management within Land, Buildings and Real Estate. Containers are sited by the University Architect/Planning Office. Containers require applicable County approvals and regulations.

PROCESS New containers need to be requested in writing via Capital Planning and Space Management's space request form (lbre.stanford.edu/cap_plan), for consideration by the Provost. This form is required prior to initiating the Form 1 process. This is the case regardless of size, cost, proposed length of use and/or source of funding.

The cost and installation of new containers is the responsibility of schools/areas. Schools/areas wishing to relinquish and/or move containers need to inform Capital Planning and Space Management as well. The cost and removal of containers is the responsibility of schools/areas.

Siting of containers in the Stockfarm area and in rare instances in other campus locations is determined by the University Architect/Planning Office.

AUTHORITY

This policy is approved by the Provost.

ADMINISTRATION

Capital Planning and Space Management is delegated by the Provost to authorize the allocation of any new containers and/or the moving of existing storage containers.

The University Architect/Planning Office is delegated to determine siting of storage containers.

Any questions about this policy should be directed to Capital Planning and Space Management.