

	
University of Prince Edward Island	Policy Number:
Policy Title: Storage of Goods	Page: 1 of 3
Creation Date: 31 October 2000	Version Date: February 2019
Authority: Vice President Finance & Facilities	Responsibility: Director of Facilities Management
Reference:	Review Date : February 2022

- The procedure to be used when requesting storage of goods within the limited storage space located on the first level of the Central Utility Building.
1. **Purpose**
 2. **Scope** All departments and facilities at UPEI.
 3. **Policy**

At time of request, goods will be identified as one of the following four (4) categories;

A) **Short Term Storage** - to be stored for a maximum of six (6) months, at which time if goods are not removed from storage, they will become the responsibility of Facilities Management and/or Procurement Services to determine use or disposal. All goods placed in storage must be clearly marked and labelled by department requesting storage. Cartons must be sealed and labelled with the storage request form, indicating department, general contents, date of storage and contact name & number. All other goods must be labeled similarly. Storage over six (6) months may be subject to storage fees.

B) **To Be Reused or Sold** - to be reused or sold at earliest convenience. Facilities Management and Procurement Services retain the right to refuse to store goods determined to be unfit for sale or reuse. All revenues generated from sale of goods by Procurement Services will be deposited to General University Revenue accounts. Each item will be numbered and inventoried.

C) **Rotating Storage** - goods that are being used and replaced on a regular basis. As with category A, all goods must be labeled. Procurement Services will take responsibility for controlling this inventory.

D) **Archives/Files** - to be saved for a maximum of six (6) months, at which time the material has to be removed from storage. All archives must be labeled.

Facilities Management will not be responsible for items damaged or lost while in storage. Off-site secured storage is available at a cost to your department.

Storage that does not fit into the above categories may be subject to storage fees. Facilities Management reserves the right to refuse to store goods for reasons including safety and space availability.

4. Procedure

Upon request for storage, users will be required to complete the attached form. The completed form is to be forwarded to the Facilities Management department. A decision will then be made by the Manager of Maintenance Service or his/her designate as to compliance with the procedure. Upon approval, the form will be forwarded back to the requesting department to attach to the item(s) for storage. Facilities Management staff will not pick up items for storage without an attached storage request approval.

5. Review

February 2019

Date of Storage:	
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Department:	
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Contact Name:	
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Contact Number:	
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Please select the type of storage required:

- Short Term Storage To Be Reused or Sold Rotating Storage Archives/Files

General Description of Contents:

I understand that Facilities Management will store this item for a maximum of six (6) months from the date of storage indicated above. At that time, if this item is not removed from storage, it will become the responsibility of Procurement Services and/or Facilities Management to determine use or disposal.

Signature:

Date: