

Facilities Management Department Policy Statement #12

Use of the Facilities Management Compound

1. **Purpose:** The purpose of this policy is to provide guidelines for the use of the Facilities Management compound by the campus community. This policy is intended to insure efficient use of limited space in the compound.

2. **Responsibility:** It is the responsibility of all campus staff, faculty, and students to use the compound efficiently and to follow these guidelines. Facilities Management reserves the right to deny use of the compound based on space availability or failure to follow these guidelines.

3. **Guidelines:**
 - a. The Facilities Management compound is designed for outside storage of Facilities Management materials and equipment.

 - b. Other organizations on campus may be granted permission to store items in the compound on a space available and time limited basis.

 - c. Requirements for Storage of Items at the Facilities Management Compound:
 - 1) Any department/person wishing to store items in the compound must first receive written approval from the Director of Maintenance and Operations. Requests should be in writing and contain a complete description of the item(s), to include size and quantity.

 - 2) Written approval of the request will contain designation of the exact location of the approved storage site. Stored items cannot be relocated once placed in the compound. Additional items cannot be added to existing storage sites without being approved.

 - 3) A time limit of no more than six months will be granted to departments/groups utilizing the compound for storage.

 - 4) The department/group owning the item is responsible for transportation of the item(s) into and out of the compound.

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- 5) Items will be signed into the compound upon arrival. Each item will be individually labeled with permanent labels. Labels will identify the responsible department/person and their phone numbers. Labels will also indicate the expected date for removal of the item
- 6) A fee of \$100.00 per day will be charged for any item stored beyond its reserved time unless a request for extension is requested and approved.
- 7) Facilities Management sections cannot store any items outside of their designated areas without approval from the Director of Maintenance and Operations.
- 8) Any and all items stored or left at the compound without prior, written approval will be removed, sent to surplus or recycled at the discretion of the Facilities Management Department.
- 9) Facilities Management is not responsible for any damage that may occur to any item(s) stored at the compound.

Philip Jones
Associate Vice Chancellor
For Facilities Management