



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.109
	Date: July 20, 1993
Subject: STORAGE FACILITIES	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines for the storage of College property.

II. Scope

This policy applies to all College Department Heads/ Administrators.

III. Definition

Storage Facility - refers to those areas used for the storage of materials/equipment.

IV. Policy

It is the policy of New York Medical College to store all materials/equipment in a safe location that renders it available for subsequent use when needed.

V. Procedure

- A. Whenever possible, departments shall store items in their own areas.
- B. Most buildings have a limited amount of storage space for use by College departments.
 1. Departments requiring space should send a memo to the Facilities Management Department including:
 - a. Nature of item(s) to be stored
 - b. Amount of space needed
 - c. Estimated length of storage time

Issued By:

Approved By:

2. The Facilities Management Department will respond to requests, by memo, indicating whether or not storage space is currently available.
 - a. If space is not currently available, the Facilities Management Department will notify the requesting department when space becomes available.

VI. Responsibility

A. User Departments

1. Request storage space for materials/equipment to be stored.
2. Designate what materials/equipment are appropriate for storage areas available.
3. Shall bear all costs associated with the storage and/or removal of items belonging to the department.

B. Facilities Management Department

1. Respond to the requesting department whether or not space is currently available.
2. Provide for the delivery to and removal of materials/equipment from storage upon request of the user departments.
3. Provide advice and guidance with respect to the interpretation and administration of this policy.