

 Confederation COLLEGE COLLEGE PRACTICE	Number: 2-2-04B	# of Pages:
	Originator:	Facilities Services
	Approved By:	College Planning Committee
	Effective Date:	April 24, 2002
	Replaces:	NEW
STORAGE ROOM USAGE		

Purpose

To ensure the storage rooms are used in an efficient manner and only items that will be used in the future are stored.

Process

1. All divisions are allocated a room or portion of a room for their storage requirements in the Shuniah Building.
2. The portion of the room allocated to a department is to be maintained by the manager of the department or their designate.
3. The department manager is to ensure only items required for future use are to be stored in the space.
4. Once a year (spring) the manager is to review the items stored and assess if the need to continue storing them is required.
5. An item declared surplus will be disposed of as per policy 2-2-04 (Disposal/Trade-In of Surplus/Obsolete/Unusable Goods).
6. The Facilities Services Department is available to assist in the removal of surplus items. The requesting department must contact Purchasing Services with the following information before Facilities Services will move the item(s): description of item(s), location, and why it is surplus.
7. Disputes over the amount of storage space are the responsibility of the Vice Presidents of each division.