

## Facilities: Warehouse

The Quissett Warehouse is for storage of Institution material. Its purpose is to store useful goods for future use in Institution business.

Material sent to the warehouse should be in protective containers suitable for storage. The warehouse cannot pack items in containers for you. Items must be in good condition and suitable for inside storage. A warehouse tag must be attached, filled out as completely as possible with the name of the owner, department, date, and description of the item. The material will then be added to your material listing and to your department's warehouse inventory. Because space is limited, empty cardboard containers cannot be accommodated at the warehouse and any sent there will be discarded. Empty wooden, steel, or plastic containers will be stored, but the warehouse reserves the right to place these items in outside storage.

### Long-term Storage

Items stored in the warehouse can remain in storage for 30 months; longer storage requires a statement to the Material Storage Committee from the Department Chair providing the reasons for continued storage. The Storage Committee may then grant that item an additional 12 month storage period and future review on a yearly basis. Items determined by the Committee to be of no further use will be put on the Disposal List for Institution use elsewhere or for disposal. Each department has a representative on the Disposal Committee, to protect against disposal without the owner's consent.

### Staff

Name	Position	Location	Phone	Email
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