
Storage

Revised: 10.26.09

I. Policy

Facilities Central Warehouse (FCW), located on the west end of campus in the Central Receiving building serves as a short term storage facility. The intent of the FCW is not for long term storage. Our guideline for storage space has a 3 month time limit, with the exception of long term storage of archival records. All goods to be stored at the warehouse must have prior approval from FCW staff before being accepted for storage to ensure the proper use of this facility.

II. Procedures

Departments **requesting storage space** may mail or fax a completed FCW Storage form to the FCW staff. Any incomplete forms will be sent back to the department. FCW staff will notify the department if there is space available and assign a BIN number to ensure proper identification and redistribution. It is recommended departments keep a copy for their records. FCW staff will arrange for campus postal services or facilities to pick up items.

III. Record Preparation

All **archival records** must be in sturdy, numbered, taped shut, cardboard boxes, ready to be palletized, and clearly labeled with a FCW storage form securely attached to each box before acceptance by FCW staff.

IV. Bulk Purchasing Storage

Rotating goods purchased by departments in bulk quantities may be stored if space is available. It is the departments responsibility to track their inventory of goods for reordering and insurance purposes. The department must notify the FCW staff of any incoming reorders with approximate delivery dates.

V. Short Term Storage

The department must securely attach a FCW Storage form to each **short term** item to be stored before acceptance by FCW staff.

VI. Delivery

When a department is ready for the **retrieval** of their stored property they will inform FCW staff of their needs and their BIN number location. The FCW staff will make arrangements for delivery to the department by Campus Postal Services or Facilities will deliver if the quantity of goods is greater than 10 packages or more than 70 lbs.

Phone:	701-777-3033
Fax:	701-777-3435
Address:	Central Receiving, Room 100 3701 Campus Road Grand Forks, ND 58202

[FCW Storage Form](#)