

University Storage Policy

Background

The Warehouse Services department maintains 1) the Malibu campus warehouse located on the pad across from Marie Canyon; 2) the storage tunnels located along the baseball field perimeter on the Malibu campus; and 3) the Calabasas campus warehouse. Storage allocation and priority is based on the University's need to maintain a safe community; mitigate emergencies; and support student, faculty, and staff activities. Warehouse Services serves as the primary contact for all University departments regarding the storage use of these three sites.

Storage Guidelines

The following guidelines are applicable to the aforementioned storage areas managed by Warehouse Services:

1. **Storage Request Process:** To make an initial storage request, stakeholders will fill out a Vault [Storage Space Request Form](#). Warehouse Services will make every effort to accommodate all requests; however, in the event of limited storage capacity, requests will be evaluated based on alignment with institutional priorities. If a department which already maintains an assigned storage location places a request for additional storage space, Warehouse Services will partner with the department to conduct an evaluation of current inventory.
2. **Standardized Containers:** In an effort to maximize storage capacity, all stored items must be contained in standardized containers which can be requested through the Vault [Storage Space Request Form](#). Cost of the storage containers will be recharged to the requesting department. An inventory tracking sheet will be emailed to stakeholders upon assignment of storage space. The inventory tracking sheet, which details the contents of a storage container, should be completed and returned to Warehouse Services. Warehouse Services will print the form and affix it to the container. If an item does not fit into a standardized container, Warehouse Services will work with the requestor to identify an alternative solution.
3. **Access and Inventory Management:** To maintain the integrity of storage inventory and reduce traffic along the storage tunnel access road, key card access to the tunnels will be limited to the Warehouse Services team, with few exceptions. All stored materials will be barcoded and recorded in an automated computer inventory system to ensure accuracy and allow stakeholders visibility to items through an online portal. In the event stakeholders would like to visit their storage tunnel, they may contact Warehouse Services to schedule an appointment.
4. **Inventory Requests:** Department designees will be granted access to an online portal in which departmental inventory can be reviewed and requests for retrieval of items can be placed.

While Warehouse Services will try to accommodate all requests in a timely manner, typically, requests placed by noon will be available for pick-up at the Malibu Campus warehouse receiving dock the following day (Monday through Friday).

5. Inventory Return: To return an item to storage, departments will drop off inventory at the Malibu Campus warehouse receiving dock. If any changes have been made to the contents of a storage container, departments are responsible for updating the affixed inventory sheet.
6. Inventory Reports: Storage inventory reports will be distributed annually in June to department designees. Stakeholders are responsible for notifying Warehouse Services of any staffing changes affecting key contacts on the inventory sheet. Typically, if an item has not been utilized within a 12-month period, Warehouse Services will seek a business case for continued storage.
7. Disposal: When items are no longer needed to be stored, departments can dispose of the items as they see fit in compliance with University policies. If departments would like assistance with the disposal of any items, they may contact Warehouse Services to discuss options. Any associated disposal costs will be recharged to the requesting department.

Storage Safety Requirements

To ensure the safety of our community and to comply with legal requirements, these safe storage guidelines must be followed in all University storage areas, including storage areas within departments (e.g. a departmental storage closet in Appleby Center).

- Fire System Clearance: A minimum of 18” clearance between storage area and fire sprinkler system must be maintained.
- Egress: Points of egress must be accessible; fire exit doors cannot be blocked.
- Electrical Panels: A minimum of 36” clearance is required around all electrical panels.
- FLS Clearance: A minimum of 36” clearance is required around all Fire and Life Safety (FLS) equipment.
- Stairwells: Storage is not permitted under stairwells.
- Hazardous Materials: Please notify the Department of Public Safety of any stored hazardous materials so they may assist in ensuring compliance with the following safety guidelines.
 - Storage of any hazardous materials must comply with NFPA 704 placarding guidelines, to be posted outside of the entrance to a storage area.
 - If the materials are flammable, they must be stored in an approved storage container and a placard notating the presence of flammable materials must be placed on the storage door. Hazardous materials must be labeled clearly “DANGER”, “FLAMMABLE”,

or “LIQUID” and stored separately from incompatible materials. The cabinet must be of steel construction with self-closing door mechanisms.

- Departments that store hazardous materials are responsible for routine, documented self-inspections of storage areas. Departments are responsible for maintaining Safety Data Sheets (SDS) for all stored hazardous materials.
- Racking: When racking or shelving is utilized in a storage space, a minimum 3” clearance is required between racking sections.
- Fuel Loading: Only approved locations should be utilized for material storage. Prevent “fuel loading” - the total quantity of combustible contents of a building or space - by maintaining neat, organized storage spaces.
- Fuel Cylinders: Fuel cylinders (nitrogen, helium, hydrogen, oxygen, and carbon dioxide cylinders) must be secured.
- Mechanical Rooms: Storage in mechanical rooms must be approved by DPS.
- Security: Departments are responsible for taking necessary security precautions to discourage loss, theft, or misuse of property.