

Warehouse Storage and Surplus Staging Procedures and Guidelines

The University maintains a 17,000 square foot Warehouse in Los Angeles which is the primary facility or depot for bulk inventory storage and surplus staging for reutilization and storage. All of these materials are recorded in an automated computer inventory system. The system (TMA), allows operations tracking and storage aging information to be available easily.

Furniture and Equipment:

Warehouse Services serves as the central contact for all University departments regarding any unused or unneeded furniture and equipment. Two options are available.

Storing items: A department can store their furniture and equipment in the warehouse for up to a maximum of twelve months. At the end of that time, warehouse services will contact the department to either dispose or surplus the items.

Surplus: A department can choose to surplus their unused items in which the department gives the University ownership. Once deemed a surplus item the warehouse manager will evaluate and determine the usefulness and reassignment of surplus furniture and equipment including the market value for sale.

In either case, proper paperwork must be completed prior to pickup of any furniture and equipment.

Document/Material Storage:

Warehouse Services serves as the central contact for all University departments for storage of any documents or other materials.

Storing items: A department can store their documents and other materials in the warehouse for a block of six months at a time, as needed. At the end of that time the warehouse manager will contact the department to re-evaluate the use of the storage space. If it is determined that additional time is needed, and upon approval by the warehouse manager, the material will be stored for another six months. Otherwise, arrangements will be made to deliver the material back to the original department for proper handling or disposal. The warehouse is not responsible for the shredding of any University documents. This responsibility lies solely with the originating department.

Proper paperwork must be completed prior to pickup of any documents or materials.

Disposing of stored items:

Disposed items: All disposal costs will be charged to the department who originally requested the storage.

Extending Storage period:

Extending Storage time: Any storage beyond the allotted time requires a written request, along with all additional substantiated justifications, to be submitted to the warehouse manager for review. If an extension is approved, there will be a monthly storage fee assessed. Fees will be based on average local storage rates.