WAREHOUSING

Responsibilities

Warehousing, a Division of Materials Management, is responsible for the acceptance and storage of Health Science Center (HSC) furniture, equipment, and records, and the coordination of a surplus furniture and equipment auction, as needed.

Furniture and Equipment Storage

Warehousing provides storage space for Health Science Center furniture and equipment on a “space available” basis for a maximum period of six (6) months. Because storage space is limited, departments should first contact the Warehouse supervisor to inquire about available space.

Once storage for furniture and/or equipment has been approved, the department is required to submit a Materials Management Storage Request form via email to the Warehouse supervisor or through campus mail to the Materials Management office. The storing department will submit a Service Request Form, or SRF, for a department funded move, which can be found on the Facilities Management website. Custodial Services/Movers will then move the items to the Warehouse for storage.

A three (3) month extension of time for storage beyond the original six (6) months may also be granted on a “space available” basis. This extension must be justified, in writing, to the Senior Director of Supply Chain Management. Extension requests shall specifically identify the items involved and the reason for the required extension.

Records Storage

All records to be stored in the Warehouse must be placed in a new standard letter size (12 x 24 x 10 inches) or legal size (15.25 x 24 x 10 inches) record storage box. These boxes are available for purchase in the General Stores. No other types of boxes will be accepted due to storage shelving constraints. Previously used boxes will not be accepted. Each box must be labeled with a box number, date of records destruction and contents description pursuant to the Health Science Center records retention policy. Only inactive records may be stored in the Warehouse. Records that are less than two (2) years old should be kept within the department. Boxes must contain
only records. No books, journals, obsolete forms, pamphlets originally intended for distribution, office equipment, electronic devices or any other miscellaneous merchandise may be stored in the boxes of the record center of the Warehouse. A Materials Management Storage Request form must be filled out by the department for storage of records. This form should be sent via email to the Warehouse supervisor. The form must indicate the record series numbers, agency numbers, contents description and destruction date for each box. Record boxes will not be picked up for storage until all forms are completed with proper information. See the university’s Record Retention Schedule for help with proper records identification and storage lengths. You may also contact Warehouse personnel for assistance. Warehouse personnel will contact the person indicated on the Materials Management Storage Request form and make arrangements to pick up the record boxes for storage.

Each department is responsible for the final disposition of its own records in accordance with institutional policy (see Section 2.2.1 of the Handbook of Operating Procedures (HOP), “Records and Information Management and Retention”).

The Materials Management Warehouse is a non-climate controlled area and is not intended for indefinite storage of equipment and records. Materials Management accepts no responsibility for the damage or deterioration of records or merchandise due to exposure to extreme temperatures.

### Surplus Furniture or Equipment Pool

Warehousing maintains a pool of surplus furniture and equipment items, when available. The pool provides maximum use of surplus items by issuing items to departments as needed at no charge.

**Submitting Furniture or Equipment to the Pool**

Departments wishing to submit surplus items to the pool may submit a Property Deletion Request via email to the Property Control Admin mail box. Upon approval by Property Control, warehousing personnel will be notified to retrieve the items. After this notification, it usually takes the Warehouse five (5) to seven (7) business days to complete
the procedure of contacting the department, setting up a time and date for retrieval and delivering the deleted items to the Warehouse.

Some surplus items retrieved by the Warehouse may require clearance by Environmental Health and Safety (EHS), with a decontamination sticker when applicable. These include any item that was used in a lab setting. Warehouse personnel will not retrieve items without a decontamination sticker that require one. Nor will they pick up any outdated decontamination stickers on surplus merchandise. Departments will have to contact EHS to “re-sticker” the outdated merchandise. Once EHS has completed its re-inspection of the surplus merchandise the department will notify the Warehouse it is clear for retrieval.

**Acquisition from the Pool**

Warehousing holds all available surplus items in the surplus furniture and equipment pool. These items are available for inspection and acquisition by any Health Science Center department at no charge.

If the surplus furniture or equipment can be used by another Health Science Center department and the items have an active numbered property tag, the transferring department shall prepare a **Property Transfer Request** form and forward it to the recipient department Chair, head, or designee for signature. Upon completion, the **Property Transfer Request** form should be returned to the Warehouse prior to removal of furniture or equipment from the Warehouse. If the property being removed does not have an active numbered property tag, no **Property Transfer Request** is needed. If the department cannot pick up the merchandise on their own, the department must submit a Service Request Form, or SRF, found on the [Facilities Management](#) website to employ the services of Custodial Services/Movers.

All items delivered to the Warehouse are transferred into the Warehouse’s inventory. These items will remain on their inventory until they are transferred to another department, sold at auction, salvaged, donated or recycled and consequently deleted from inventory by the Property Manager.
Surplus Reservation Policy

All items placed into the surplus furniture/equipment pool are available to Health Science Center departments at no cost. Departments wishing to obtain items from the surplus pool may visit the Warehouse between the hours of 8:00 a.m. and noon (Monday - Friday).

Items can be reserved for future removal by filling out a “Reserved” label. These labels can be obtained from the Warehouse staff. The Warehouse will hold reserved items for 10 business days. If after that time the item has not been removed from the Warehouse, the item will be placed back into the surplus pool.

It is the reserving department’s responsibility to arrange for items removal from the Warehouse. Any Property Transfer Request forms and/or Service Request Forms, from the Facilities Management website must be filled out by the department reserving the item.

Items which require a reservation of more than 10 days will be considered a stored item. Departments wishing to store an item in Warehouse must follow the procedures for Furniture and Equipment Storage.

Auction

Periodically, due to Warehouse storage space limitations, Material Management/Warehousing will coordinate a public online auction of surplus items with the currently contracted auctioneer. These surplus items will be sold at auction and then deleted from equipment inventory records by the Property Manager. All income derived from the final disposition of surplus equipment will be deposited into the “Institutional Miscellaneous Income Account”. These online auctions are open to both HSC employees and the general public. Surplus auctions are the only time HSC property is available for personal purchase.