

# UNIVERSITY OF NORTH CAROLINA GREENSBORO

## Becher – Weaver Warehouse Guidelines

### Purpose of the Warehouse

To provide off-site remote storage for campus units for items that, for economic or space availability reasons, cannot be kept with a given unit at or near their core space.

### Qualifying Criteria for Assignment of Storage

- Mandatory records kept for specified periods.
- Equipment or items not regularly used
- Supplies or props for recurring events
- Transitional storage during major remodeling events or during temporary or interim relocations
- As a general rule, stored items should be accessed at least once a year, or a time delimited retention mandate or need must be shown.

### Process

Request for space should be submitted to the Office of Space Utilization and Planning (OSM) through the “[Space and Lease Request](#)” form located on the OSM web site. This submission should clearly substantiate the need for this storage solution and timeline associated with this request. Submissions should be approved and supported through their respective division.

### Assignment and Responsibilities

**Access** - Temporary assignments may be offered in non-fenced designated areas if available. Security via a locked and fenced area is the responsibility of units requesting space. OSM will designate the areas and assure the construction of a security fence for the departments on request and at departmental expense.

**Upkeep** - Assigned areas should be audited by departments on an annual basis. Items no longer needed, or in disrepair should be sent to surplus or discarded. Areas should be kept clean and free from trash.

**Utilization** - Although department funds may be used to construct a cage, the space is still considered University space. A periodic review of assigned areas will be conducted and if the space is determined to be under-utilized or is no longer needed by the department, the cage will be re-assigned.