

## IDT Inventory Storage Guidelines

Location	Description of Storage
<b>LL-408</b>	New equipment storage is stored here awaiting first assignment, and used CPUs are stored here awaiting information wipe and re-assignment.
<b>LL-459 and 490</b>	Survey (State) pickup area.
<b>LL-461</b>	Survey (Foundation) pickup area. If no Foundation equipment, then this is used for overflow State salvage pickup.
<b>LL-464</b>	Used equipment of all types is stored here, along with extra new monitors.

### Note:

1. After unpacking equipment from their shipping boxes, all boxes and packing materials need to be stacked at the North end of the LL-405 Hallway and labeled for TRASH pickup.
2. All items going to Survey must be checked in with Operations Support. See Hardware Survey Guidelines