

Central Storage Facility

Summary/Purpose: To provide guidelines and procedures to departments requesting air conditioned and/or non-air conditioned storage space for University records, property, or equipment. Shredder services are available at the Central Storage Facility.

GENERAL

Contact the Provost's Office who assigns storage space for use by University departments.

The University of Mississippi Physical Plant Department maintains a Central Storage Facility for departments to store records, documents, and limited furniture/equipment.

The Central Storage Facility is open from 7:30 a.m. until 4:30 p.m. Monday thru Friday except when the University is officially closed.

The Central Storage Facility is located at the Physical Plant Complex and has 10,000 square feet of Low Bay Storage (Wire Cages) with heating and cooling. Also, there are 10,000 square feet of High Bay Storage that has no heating and cooling.

The Low Bay (Wire Cage) storage area is divided into 66 cages with individually keyed locks.

Office, labs, or meeting space is not available in the Central Storage Facility.

The Physical Plant Department is not responsible for damage or loss to items stored in the Central Storage Facility.

The Physical Plant Department maintains security and video surveillance at the Central Storage Facility.

Department designees must be present or provide written authorization for anyone to enter the departments' designated storage space.

Shredder. A paper shredder is available to dispose of records containing sensitive information.

GUIDELINES

The Office of the Provost assigns storage space to the University departments. See instructions below.

The Physical Plant determines what items or materials departments can store in the Central Storage Facility. Items prohibited from being stored in the facility are listed on the attached Storage Form-Access List (see page 6).

Departments should call the Physical Plant (7051) to obtain clearance of questionable items before bringing them to or having items picked up for storage in the Central Storage Facility.

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It is desirable that a department designee be present when storing items in designated room(s).

Department designee will complete and sign a Central Storage Facility Storage Form-Access List (see page 6 of this policy). The signed form certifies prohibited items are not being stored. Also, personnel listed on the form have been authorized to have card swipe access to the Low Bay Cage OR entry access to the High Bay Storage Facility.

LOW BAY AREA (WIRE CAGES)

The Low Bay Storage area which is heated and cooled has 66 wire cages that are approximately 10 ft. x 11 ft. The wire storage cages have doors with individual key locks. A sample arrangement for filing cabinets is attached at page 7.

Departments will have 24 hour access to the Low Bay Building using an electronic card swipe at the door. The department must have their cage key to access their assigned wire cage.

The Provost Office assigns space to departments. Multiple storage cages may be assigned to departments based on storage requirements. Departments requiring less space may share a storage cage with another department. Lockable file cabinets are highly recommended when storage cages are shared.

PROCEDURES

The Provost Office:

Sends an SAP Notification to the Physical Plant identifying space that has been assigned to a department which includes the department contact person and phone number;

Notifies the department as to what space it has been assigned;

Directs the department to send an SAP Notification to Physical Plant if they need assistance moving;

Directs the departments to complete and forward (or FAX) the combination Storage Form-Access List to both the ID Center and Physical Plant. (ID Center has to be copied so they know building access has been approved by the Provost).

The Physical Plant:

Converts Provost's notification to a work order for the Physical Plant Lock Shop to cut 2 keys at PPD expense for each assigned wire cage (replacement keys will be charged to the departments on this work order); Physical Plant Lock Shop will maintain records of keys issued and notify departments when their keys are ready for pick up;

Lock Shop will collect Storage Form-Access List before issuing keys to wire cages.

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In the event that entry into the Central Storage Facility is not available through card access (from the ID Center), personnel can check out an outside entry key from the Physical Plant Lock Shop. This can only be done if the person's name is listed under the **Low Bay Wire Cages Names** heading on the "Central Storage Facility Combination Storage Form-Access List". If the person's name is not listed on that form they can then fill out an "Outside Entry Key Request Form" (see page 8) from the Physical Plant Lock Shop to temporarily check out an outside entry key. The outside entry key must immediately be returned to the Physical Plant Lock Shop upon leaving the storage facility.

University Departments:

Will send an SAP Notification to Physical Plant if they need Physical Plant to move items to the wire cages;

Departments will provide (or FAX) a list of names of personnel authorized for card access to both Physical Plant Lock Shop and the ID Center;

Departments are responsible for notifying Physical Plant and the ID Center when employees' access has been cancelled due to retirement or any change in status which no longer requires the employee's access to the storage area. Keys must be recovered and returned to PPD.

Departments are responsible for keeping cage(s) neat and organized.

I.D. Center:

Active University I.D. Cards for individuals listed in the "Low Bay Wire Cage" column of the Combination Storage Form-Access List. Terminate access when notified by departments to do so.

HIGH BAY STORAGE AREA

Access to the High Bay Storage area is during normal office hours (7:30 AM – 4:30 PM, Monday thru Friday). Departments must contact Physical Plant for access to the building (only PPD key entry is available).

The High Bay Storage area consists of 10,000 square feet and is not heated or cooled. Large racks are available to handle palletized materials.

Items stored in the High Bay Storage racks will be stored on pallets for ease of movement by forklift or pallet jack. The Physical Plant will provide pallets.

The Provost Office assigns space to departments. Multiple storage racks may be assigned to departments based on storage requirements.

PROCEDURES

The Provost Office:

The Provost Office sends an SAP Notification to Physical Plant identifying space that has been assigned to departments which includes the department contact person and phone number;

Notifies department what space it has been assigned;

Directs the department to send an SAP Notification to Physical Plant if they need assistance moving;

Directs department to complete and forward (or FAX) the combination Storage Form-Access List to Physical Plant of people having authorization to access the space.

The Physical Plant:

PPD converts the Provost's notifications to a work order for PPD Storeroom;

PPD Storeroom will escort authorized individuals (See Combination Storage Form-Access List) into the High Bay Storage Facility. Individuals must be on the Access List provided by the department to gain access to the storage area. The Storeroom will not check out keys to individuals.

University Departments:

Will send an SAP Notification to Physical Plant if they need PPD to move items to the storage facility. This is done at the department's expense;

Departments will provide (or FAX) a list of names of personnel authorized for access to Physical Plant Storeroom. (Use the Combination Storage Form-Access List on page 6).

Departments are responsible for notifying Physical Plant when employees' access has been cancelled due to retirement or any change in status which no longer requires the employee's access to the storage area.

SHREDDER SERVICES

Physical Plant has a shredder located in the Central Storage Facility.

Departments having sensitive documents containing social security numbers or other information requiring special handling may now have those documents shredded by Physical Plant.

Send an SAP Notification for pickup. PPD crews will take documents, shred, and recycle.

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There is a minimum charge for the service. Large shredding jobs will be based on an hourly rate. Questions may be directed to the Physical Plant Work Order Desk at 7003.

Documents stored in the Wire Cages can be shredded with an SAP Notification to Physical Plant.

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CENTRAL STORAGE FACILITY

COMBINATION STORAGE FORM-ACCESS LIST

Department: _____ Date: _____

Department Representative (Print Name): _____

Number of Keys Received: _____ PPD Representative: _____

Storage Area: High Bay (Bin #s) _____ Low Bay Wire Cages (Cage #s) _____

DEPARTMENTAL PERSONNEL AUTHORIZED ACCESS
TO

HIGH BAY STORAGE
NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

LOW BAY WIRE CAGES
NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

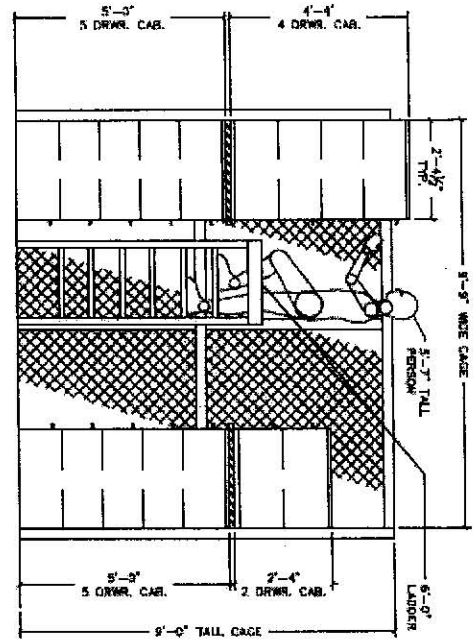
My signature certifies that the above listed personnel are authorized access to the departmental space indicated and prohibited /contraband items area not being stored in the facility.

Items prohibited from being stored in the facility include, but are not limited to the following: items on a department's property inventory, ammunition, computers or peripherals, drugs of any type, drug paraphernalia, explosive materials, firearms, flammable liquids (gas, diesel, kerosene, oil, paint, and so on), hazardous items, hazardous waste material, items that produce odors, living things (animals, plants, etc.), perishable items and items deemed by the Central Storage Manager to be detrimental to other tenants.

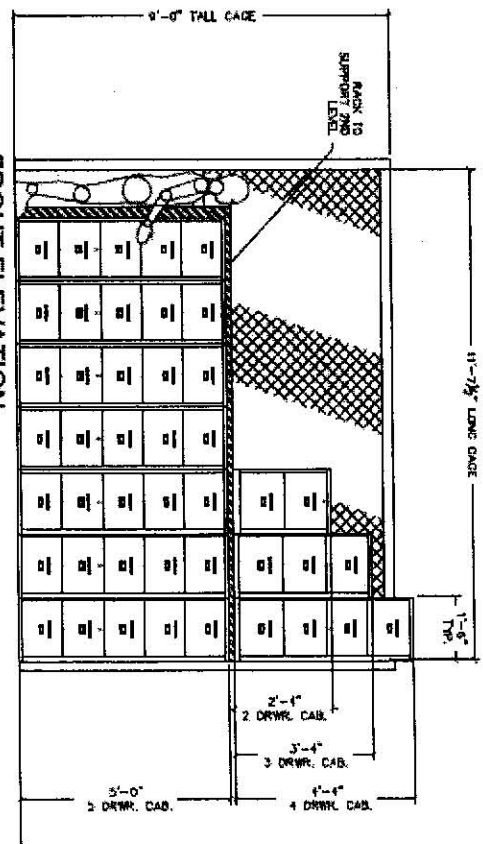
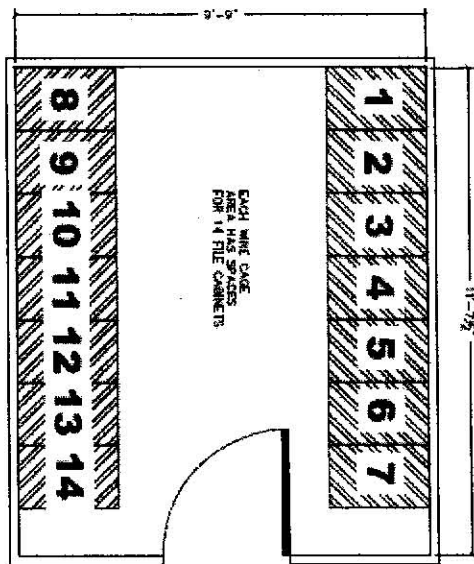
Signature of Departmental Representative: _____

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Scale 1/4" = 1'-0"


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Central Storage Facility
Low Bay
Outside Entry Key Request Form

Date: _____ Department: _____
First Name: _____ Last Name: _____
Phone Number: _____ Employee Number: _____
Status: Full Time Staff ☐ Part Time Staff ☐ Faculty ☐ Student ☐ Adjunct Faculty ☐
Employee Signature: _____
Department Chair Printed Name: _____
Department Chair Signature: _____
PPD Key Shop Representative Issuing Keys: _____

The University of Mississippi
Central Storage Facility
Low Bay
Outside Entry Key Request Form

Date: _____ Department: _____
First Name: _____ Last Name: _____
Phone Number: _____ Employee Number: _____
Status: Full Time Staff ☐ Part Time Staff ☐ Faculty ☐ Student ☐ Adjunct Faculty ☐
Employee Signature: _____
Department Chair Printed Name: _____
Department Chair Signature: _____
PPD Key Shop Representative Issuing Keys: _____