

WSU Pullman Departmental Storage

PURPOSE Surplus Stores maintains limited supervised space that is available for WSU Pullman departmental storage needs.

Objectives This program maximizes the utility of the more expensive and centrally located classroom, laboratory, or administrative space. The objectives of the program are:

- To store those properties and/or materials that are temporary, seasonal, or not currently needed in an academic, research, or support program but that are required in the future, usually within less than one year.
- To store those properties and/or materials of value or specialized nature, and have possible future use to the department, usually within three years.
- To warehouse quantity, discounted purchases of materials and supplies, usually truck or carload lots, thereby saving University funds.
- To provide a secure facility for storage.

STORAGE FACILITIES

Description The Surplus Stores Building and storage area, managed by Surplus Stores, is located behind McCluskey Service Building on Dairy Road.

Storage Only The Surplus Stores Building is intended for storage only. No workshop or laboratory facilities, e.g., special wiring or plumbing, are included in the storage modules.

Temperature A minimum temperature of 50 degrees and a maximum temperature of 85 degrees are maintained throughout the year.

Assigned Space Surplus Stores assigns storage space by module. The following four sizes of modules available:

- Pallet size (4 feet x 4 feet, 16 sq. ft.). Only items that are easily placed and fit on a pallet go into these spaces, e.g., boxes, file cabinets, desks.
- 10 feet x 10 feet, 100 sq. ft. Items that do not fit on a pallet, e.g., office dividers, chairs, large amounts of furniture.
- 10 feet x 20 feet, 200 sq. ft.
- 20 feet x 20 feet, 400 sq. ft.

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Assigned Space (cont.)

The mezzanine floor at Surplus Stores is designed to carry 130 pounds per square foot. Mezzanine spaces are not equipped with lockable storage modules.

Uncovered outdoor storage may be available at the sole discretion of Surplus Stores. Surplus Stores stores items outdoors only if the items do not negatively impact the overall appearance of the Waste Management lot and storage yard. Contact Surplus Stores for storage space fee information; telephone 509-335-4630. See also [Billing Cycle](#).

Shelving

Surplus Stores does not provide shelving, cabinets, containers, or tables in the modules. The assigned department must provide any additional storage equipment needed to efficiently utilize the storage space.

Security and Access

Surplus Stores maintains the security of the building and storage yard and restricts access to assigned and designated areas. However, the assigned department is responsible for storage properties and materials.

The building has daytime supervision. Departments are not given individual keys to outside doors. To move items in or out of storage, departments must make appointments with Surplus Stores staff at least 24 hours in advance.

Access to a department's assigned module is restricted to employees designated by the department.

The Surplus Stores building does not have storage spaces available on the ground floor.

Vehicle access to the fenced storage yard at Surplus Stores is restricted to University vehicles and other vehicles on official business and is accessible during business hours only. Contact Surplus Stores for hours of operation.

STORAGE PROCEDURES

Allotment

All departments are eligible to request storage space in the Surplus Stores building. Module allotments are made on a first-come, first-served, space-available basis. For storage space fees, contact Surplus Stores (see also [Billing Cycle](#)).

Surplus Stores provides storage only for those items having a definite need and purpose. Departments should carefully evaluate the need for retaining materials scheduled for storage. Normally,

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Allotment (cont.)

departments should consider items that are not intended for use within a year as excess and transfer the items to Surplus Stores for disposition (see *BPPM* 20.76).

Responsibility

Departments are responsible for their property and materials and are advised to inventory items placed in storage and record the removal of stored items.

Departments are required to affix identification labels to items placed in storage. Storage Identification Tags are available from the Facilities Services, Operations General Storage website at:

surplus.wsu.edu/general-storage/

Requesting Storage

To request storage, the department chair or designee submits an email request to the supervisor of Surplus Stores. To submit an e-mail request for storage, access the following website:

surplus.wsu.edu/general-storage/

The request memorandum includes the following information:

- Approximate space needs
- Type of material to be stored
- Period of anticipated storage
- Type of storage required, i.e., indoor or outdoor uncovered
- Any circumstances which makes immediate storage essential

If locked storage is required, the department chair or designee includes this information in the request memorandum.

Surplus Stores notifies the department when a module or portion of a module is assigned and then provides the storage location.

Surplus Stores forwards a copy of the space allotment to Facilities Services, Capital—Space Management. The assigned space is included in the department's total space allotment.

Transport of Property

Departments are responsible for transporting or arranging transport of their property to and from the Surplus Stores building.

To move items in or out of storage, the department must make an appointment with Surplus Stores staff at least 24 hours in advance; telephone 509-335-4630.

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Transport of Property (cont.)

If the department is unable to transport items to or from storage, the department may contact Surplus Stores to arrange transport; telephone 509-335-4630. Applicable rates apply to transport services.

If items are too large, Surplus Stores may recommend that the department contact Heavy Equipment for transport; telephone 509-335-9088. Applicable rates apply.

Identification Tags

Prior to transporting property to the Surplus Stores building, the department securely attaches a Storage Identification Tag to each item. The tag assists storage personnel with identifying departmental storage items.

Storage Identification Tags are available from the Facilities Services, Operations General Storage website at:

surplus.wsu.edu/general-storage/

Space Review

Surplus Stores periodically reviews storage space allotments to ensure that space is being utilized as intended under University policy and to make space available to those departments with legitimate and current needs.

When a department removes items from an assigned storage space, the department is responsible for reviewing the space module size.

As departments add items to their assigned space, Surplus Stores adjusts the space allotment after consulting with the department. Surplus Stores sends out an e-mail message once a year to remind departments to review items in storage.

Billing Cycle

Surplus Stores bills departments on a monthly basis for storage spaces located in the Surplus Stores building. Contact Surplus Stores for details.

A department retains and pays for the assigned space, even when empty, until the department notifies Surplus Stores that the department no longer needs the assigned space. Once the department cancels the assigned space, Surplus Stores prorates the final monthly charges.

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Restrictions

The following are examples of materials that departments are *not* allowed to store in the Surplus Stores building:

- Records
- Hazardous and toxic materials
- Chemicals, controlled substances, or prescription drugs
- Highly inflammable materials
- Malodorous or noxious materials
- Perishable items