

Furniture and Storage Policy

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| Last Modified | August 2020 |
| Review Date | November 2020 |
| Approval Authority | Executive Director – People, Culture and Campus |
| Contact Officer | Support Services Manager, Facilities Services – People Culture and Campus |

Introduction

The purpose of this policy is to set out standards and procedures to control storage and inventory of University surplus furniture items and retention of documents whilst best supporting the University's goals.

Definitions

Co-ordinator –

Policy Statement

The Campus Services Team are responsible for the oversight and management of the University's storage, storage facility and this policy.

This policy applies to all University departments/school/s, service units, staff and external contractors such as building contractors, architects.

Exclusion

This policy **does not** apply to Capital Works projects where specific storage arrangements are made.

Principles

Health and Safety

As part of University commitments to health and safety Learning Resources will be responsible for the oversight of storage on campus and responsible for the monitoring of compliance with this policy.

Prudent Use of Resources

In line with the University's goal of appropriate use of its resources and avoid unnecessary

Surplus items will be assessed by the Co-ordinator and will be kept for re-use, if capacity is available, or disposed of.

All other items will be disposed of in line with the current University disposal guidelines.

Campus Services will keep a catalogue of items suitable for re-use.

No individual or department is authorised to store or dispose of a surplus item of furniture.

Surplus items may not be stored in unauthorised storage areas such as hallways, stairwells or any other non-designated areas. Any items found in these areas will be removed and assessed for storage or disposal.

Hazardous substances are not to be stored in the storage facility.

Responsibility for storage, and any associated costs, of equipment lies with the individual Department, College or Service Unit.

The Records Management team are responsible for the University's archive of documents.

Departments requiring long term storage of legislative documents should discuss with Campus Services who will arrange storage in conjunction with Records Management and dispose of items at scheduled times.

Procedure

Requests for collection

Requests for collection of an item that is deemed to be surplus can be made through the University's BEIMS online request system.

Access to Storage Facility

Requests for access to the on-site or off-site storage facility can be made via email request to the Co-ordinator or Distribution Services Team Leader.

Disposal

The decision to dispose rests solely with the Manager, Campus Services. Requests for disposal should be made through the BEIMS system asking for the item to be removed.

Surplus furniture that is not suited to re-use will be disposed of appropriately.

Appeals

Appeals against a

