

BOSTON COLLEGE STORAGE REQUEST FORM

Applies to: Boston College Faculty & Staff

Boston College maintains an off-site storage operations facility where these is actively managed shared storage space. Our goal is to provide you with the storage space you need while keeping it a shared resource for the entire University. In order to do this effectively, the following guidelines will be applied. Proposed storage must:

- Be University property unless separate agreement exist.
- Contain NO hazardous materials (unless approved). For information concerning Hazardous materials, contact BC Environmental Health & Safety.
- Contain no live objects.
- Not fall under the Records Retention Policy.
- Not be oversized items (unless approved)
- Not be vehicle or equipment that contain gasoline.
- Be used within 24 months.

Please fill out this form and send to Facilities Management.

Department Supervisor/Dean:		
Department Supervisor/Dean en	nail:	
Storage space required:	□ 12 sq. ft. □ 24	sq. ft. More: sq. ft.
Property Description:		
By signing here, I understand that	the storage period will not exceed	24 months.
Employee's Name	Employee's Signature	 Date
Supervisor's Name	Supervisor's Signature	 Date
******* Fo	r Facilities Management Purposes C	Only ************
************************************* □ Storage approved	-	Only *************************