College of Engineering
Shared Storage Space Policy for Breakiron B64

Storage Priorities

1. College-level educational needs, such as ENGR100 Exploring Engineering storage
2. College and BEAA Event storage
3. Classroom demonstrations/models (used in class as opposed to laboratories)
4. Department-level storage

Storage Types

- Short-term storage:
  - normally stored for one semester
  - stored for ready-access throughout a semester

- Long-term storage (when storage in a trailer will damage item):
  - storage not to exceed two years
  - items stored should have a clear expectation of future use within two years
  - items stored and not used for two years will be returned to the department, moved to trailer, or disposed of

Storage Space Management

The technical staff of the College will manage storage and its allocation in Breakiron B64; they may communicate recommendations on difficult space decisions to the Dean of Engineering for final determination. This group will include: Diane Hall, (CHEG), Jim Gutelius (CENG), Tom Thul (ELEC), Dan Johnson (MECH), and Wade Hutchison (College). The group will review storage allocations twice a year, between semesters and during the summer.

Items placed in storage will be labeled with initial storage date and department owner if applicable.

NOTE: This policy may be revised by the IFC, through the dean, as these college-wide project spaces evolve. Current revision date: June 8, 2004