Warehouse Services Procedure

**Office of Administrative Responsibility:** Supply Management Services

**Approver:** Director, Supply Management Services

**Scope:** Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

| Contact for questions about this procedure: | SMS Dispatcher  
780-492-4122  
dispatcher@ualberta.ca |

**Overview**

The University of Alberta retains a central facility for the storage of items purchased by Departments, Faculties and Units. This facility is available to all departments/faculties and units on a first come first served basis. The facility is operated and maintained by Distribution Operations, Supply Management Services and is available for **short and long term storage** at a cost of $0.60/sq. ft. which is billed on a monthly basis.

**Purpose**

To provide a cost and space effective solution to University of Alberta departments/faculties/units that will meet their storage requirements for miscellaneous equipment and supplies.

To provide holding space while areas on campus are completed or renovated during construction.

To reduce the use of valuable space on campus being used to store unused equipment and materials that are being retained for future use.

To allow Departments, Faculties and Units an area to maintain and replenish stocks of items that are regularly moved on and off campus, i.e. books and supplies.

**PROCEDURE**

Once a decision is made to place items into storage, the following steps are required:

- Contact Warehouse Services at smswareh@ualberta.ca and provide all information relating to the items that are being placed within storage. This includes description of goods, department name, contact person, and accounting information.

- Complete a **Storage Request Form**. Provide all requested information. Submit the form to Warehouse Services, Distribution Operations, Materials Management Building, either through campus mail, or by faxing to 492-8268 or email to smswareh@ualberta.ca.
- Contact the central dispatcher when the equipment is ready for pickup, at 492-4122. Provide department name, location of the storage items, contact person, description of goods, and accounting information. You will be provided with a date that the items will be picked up.

- The dispatcher will arrange pickup and have the equipment or supplies taken to the central facility. Warehouse Services will email a storage identification number back to the requester that confirms receipt within the facility.

### DEFINITIONS

<table>
<thead>
<tr>
<th>Short term storage</th>
<th>Temporary Storage that is required while a facility is completed/renovated or while a Department, Faculty or Unit prepares for the arrival of the equipment or supplies.</th>
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</thead>
<tbody>
<tr>
<td>Long term storage</td>
<td>Storage that exceeds six months in length, (charged out a rate of $0.60/sq. foot/month).</td>
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### FORMS

Should a link fail, please contact uappol@ualberta.ca.

### RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca.

Supply Management Services (University of Alberta)