ILLINOIS INSTITUTE OF TECHNOLOGY
SAFETY POLICY COMMITTEE

Storage of Surplus Materials

Approved: October 14, 2014
Reviewed: January 22, 2024

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1. PURPOSE.

Building space is a valuable resource at Illinois Institute of Technology (IIT). University personnel are encouraged to utilize assigned storage space in a manner that best supports IIT's research and educational objectives. With this goal in mind, the purpose of this policy is to promote the safe and efficient use of designated storage space on campus, and to define the respective roles and responsibilities of IIT administrative and academic units, and IIT personnel in supporting this effort.

2. SCOPE.

This policy applies to the storage of surplus, non-hazardous materials and equipment, particularly movable furniture, fixtures, instructional items or other equipment that are not being utilized currently and that have no permanent connection to the structure of a building or utilities. This policy is intended to provide general guidance and is not intended to replace or supersede more specific IIT guidance and policy if applicable, including, but not limited to, (i) the retention of electronic and paper data and records, and (ii) the handling and storage of hazardous materials or equipment in the laboratory.

For information concerning the retention of paper and electronic records, please refer to IIT's Policies and Procedures Handbook, Procedure No. Q.4, "Record and E-mail Retention."

For information concerning the storage or handling of hazardous materials, please refer to the following IIT safety policies: (i) Chemical Hygiene Policy for Lab Safety Standards; (ii) Laboratory Safety Inspection Policy; and (iii) Vacant Laboratory Policy. In addition, you may contact IIT's Department of Environmental Health and Safety. For purposes of this policy, "hazardous materials" means any item for which there is statistically significant evidence that acute or chronic health effects may occur in exposed individuals based on at least one study conducted in accordance with established scientific principles.

3. RESPONSIBILITIES.

3.1. **The Provost**: The Provost, or his/her designated representative, may assign space for the storage of surplus materials to occupant departments in an academic building.

3.2. **Vice Provost for Student Affairs and Dean of Students**: Exercises authority over the storage of material in and around residence halls, IIT-owned apartments and houses, and in designated areas within McCormick Tribune Campus Center.

3.3. **Vice President for Facilities and Public Safety**: Exercises authority over the storage of material in and around IIT physical plant facilities, and in open spaces around the campus with the exception of areas under the jurisdiction of Student Affairs. The Vice President

for Facilities and Public Safety maintains the space use database and advises the Provost on space use and availability.

3.4. **Department Heads**: In general, Department Heads exercise authority over the use of assigned storage space within campus buildings. In cases where departmental storage practices may constitute or result in violations of safety or environmental regulation, the Department of Environmental Health and Safety will work with and provide guidance to Department Heads to remediate the issue.

3.5. **Assistant Vice President of Facilities Operation and Maintenance**: Assists the Vice President of Facilities and Public Safety in managing storage space around Plant Facilities and in open spaces around the campus with the exception of the areas under the jurisdiction of Student Affairs.

3.6. **Office of Residence Life**: Assists the Vice Provost for Student Affairs and Dean of Students in managing storage space which is under the jurisdiction of Student Affairs.

3.7. **Department of Environmental Health and Safety:** Provides guidance to Department Heads, the Assistant Vice President of Facilities Operation and Maintenance and the Office of Residence Life concerning safety and environmental regulations which apply to storage practices. The Department of Environmental Health and Safety is authorized to perform inspections of all storage areas to ensure that storage practices are consistent with applicable IIT policy.

3.8. **General**: The department which possesses the stored material retains primary responsibility for acquiring authorized storage space and for making related payments for moving, packing, security or use of commercial storage facilities.

4. POLICY.

4.1. **General.** The appropriate and safe storage of surplus items and materials is consistent with IIT's educational mission, and University personnel are expected to utilize designated and assigned storage areas in a safe and efficient manner. IIT recognizes applicable governmental codes and regulations that may pertain to the storage of surplus materials, for instance OSHA 2236 2002 (Revised) "Materials Handling and storing", "Electrical" OSHA Office of Training and Education, OSHA 29CFR1910 and NFPA 13. IIT personnel are encouraged to consult these references if they have any questions concerning storage use or safety, or to contact the Director of Environmental Health and Safety for further assistance. In addition, IIT personnel should place in designated storage only those surplus materials that are reasonably likely to meet an anticipated future need, and should properly dispose or recycle, as applicable, any item that has exceeded its lifespan or has been in storage for one (1) year.

4.2. IIT Academic and Administrative Units.

4.2.1. Use of Designated Storage. An individual IIT administrative or academic unit in possession of surplus items or materials has the primary responsibility to acquire designated and assigned storage space, and shall bear the cost and expense, if any, associated with relocating such surplus material to storage. Surplus materials and items should be placed only in designated and assigned storage areas.

4.2.2. Maintaining Storage Areas. The IIT administrative or academic unit to which a storage area is assigned, or that has placed surplus items and materials in area intending to store such items and materials, has the primary responsibility to maintain this area in a relatively clean and orderly manner. The Department Head, or his or her designee, should periodically review the department's storage practices and needs including, but not limited to, assessing the continued need to store specific items. Storage practices that negatively impact the health or safety of the workplace, or instructional or residential space, or that degrade the appearance of the interior or exterior of campus facilities, open spaces and grounds, must be avoided.

4.3. IIT Personnel. In the event that a storage area is assigned to an individual IIT employee including, but not limited to, a faculty member, the duties and obligations outlined in Section 4.2 above shall apply to such individual.

4.4. IIT Department of Facilities and Public Safety. IIT personnel should contact IIT's Department of Facilities and Public Safety with questions concerning the proper disposal or recycling of any items.

4.5. IIT Department of Environmental Health and Safety. IIT Department of Environmental Health and Safety provides guidance concerning safety and environmental guidelines which may apply to storage practices. The Department of Environmental Health and Safety is authorized to perform periodic inspections of all storage space to assess compliance with these guidelines. In the event that the Department of Environmental Health and Safety identifies storage practices that are inconsistent with these guidelines, the Department of Environmental Health and Safety may direct the responsible party to remediate the identified condition.

4.6. Guidelines. The following standards shall apply generally to the storage of surplus items and materials. In the event that more specific guidelines apply, those more specific guidelines shall control.

4.6.1. General.

4.6.1.1. Except for those spaces subject to IIT policies concerning the storage and handling of hazardous materials, hazardous materials, hazardous equipment

or flammable liquids should not be stored in a storage area unless specifically designated or intended to hold such material.

4.6.1.2. Items placed on shelving should be positioned in an orderly manner and arranged so that the items cannot fall easily or spontaneously.

4.6.1.3. Items placed on shelving should not be positioned or arranged in such a manner as to require that an individual climb or reach over other items so as to retrieve the desired item.

4.6.1.4. Storage of unnecessary combustibles, such as a surplus used and empty cardboard boxes, is discouraged.

4.6.1.5. The cleaning and removal of accumulated waste, debris, and dust should be performed periodically.

4.6.1.6. Materials may not be stored any closer than eighteen (18) inches from sprinkler heads.

4.6.1.7. A minimum of three (3) feet side clearance should be maintained around active doorways and emergency exits.

4.6.1.8. Any spills of non-hazardous materials, especially spills involving liquids, should be immediately cleaned-up by the person(s) responsible for the spill.

4.6.1.9. Platforms and racks should have a maximum load capacity displayed. The weight of stored material should not exceed the rated load capacity.

4.6.1.10. Materials stored in tiers should be stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse.

4.6.1.11. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, should be stacked and blocked so as to prevent spreading or tilting.

4.6.1.12. Noncompatible materials should be segregated in storage.

4.6.1.13. Materials should not be stored in front of or under electrical panels soas to block access. All electrical panels, switches and transformers should have a minimum clear distance of three (3) feet in front of the panel. The working space shall permit at least a 90-degree opening of equipment doors or hinged panels.

4.6.1.14. Stored electrical equipment or instrumentation should have a documented inspection.

4.6.1.15. Stored equipment that is not functioning or that does not have an operations manual available online should be disposed or recycled, as applicable.

4.6.1.16. Stored capital equipment should be inspected for any safety problems and capital equipment without documentation should be discarded.

4.6.1.17. Items stored should have an anticipated use in the immediate future (recommended one (1) calendar year).

4.6.1.18. Any storage beyond this one (1) year period will require the form titled "Request for extended storage time" (Appendix A) to be filled out and approved by the Department of Environmental Health and Safety, the Assistant Vice President of Facilities Operation and Maintenance and/or one of their authorized designees.

4.6.1.19. For ease of inspection, each item or lot should be labeled legibly with the name of the responsible person, contact information and the date it was put in storage.

4.6.2. Maintaining access to active stairways, aisles, corridors and passageways:

4.6.2.1. Materials should not be stored in active stairways, aisles, corridors or passageways. The storage of Materials is not permitted in designated exit corridors. Contact the Department of Environmental Health and Safety for any needed assistance with identifying an exit corridor.

4.6.2.2. Equipment designed to lift or transport in bulk, particularly forklifts, pallet jacks and hand trucks, should not be stored in active aisles or passageways.

4.6.2.3. Furniture left or placed in corridors without authorization (review and approval of the Assistant Vice President of Facilities Operation and Maintenance and the Department of Environmental Health and Safety) may be identified as abandoned at the discretion of the Department of Environmental Health and Safety and removed. To avoid this occurring, please arrange with IIT Facilities to remove old furniture in conjunction with delivery of new furniture.

4.7. Abandoned Materials: Materials that are left behind intentionally and permanently when it appears that the owner does not intend to come back, pick it up, and/or use it.

4.7.1. The cost of removing material abandoned in corridors and storage facilities may be charged to the responsible departments.

4.7.2. Because of the large number of buildings and operations at IIT, the difficult task of identifying responsible parties, and the limited staff of facilities, little or no advanced warning may be provided when abandoned material is removed.

4.7.3. Departments wishing to recover abandoned property must do so at their own expense.

4.8. Assigned Storage Space

4.8.1. Departments or individuals, as the case may be, are responsible for their respective assigned storage space.

4.8.2. Assigned storage space is subject to periodic inspection by the Department of Environmental Health and Safety or an authorized designee to ensure compliance with this policy.

4.8.3. Assigned storage space should be maintained clean of excess debris at all times.

4.8.4. Failure to adhere to this policy may result in immediate cancellation of storage privileges.

4.9. Common Storage Facility. Subject to available space, the Department of Facilities offers temporary storage space on a first come, first served basis ("Common Storage"). Requests for Common Storage space may be initiated via the Material Services Work Order accessible through myIIT portal using HawkWorks. The Common Storage area is not climate controlled, has minimal utilities available and is not supervised by an attendant. The Department of Facilities is not responsible for the security of the contents of this building. The Common Storage facility is accessible only during business hours (Monday – Friday 8am-5pm). A monthly storage fee based on the total space occupied may be applied. The duration of storage at the Common Storage facility generally should not exceed one (1) year, after which time continued storage may be reviewed by the Department of Facilities and a determination as to whether the items constitute Abandoned Materials may be made. Any storage beyond the recommended one (1) year retention period requires approval by the Department of Environmental Health and Safety, the Assistant Vice President of Facilities Operation and Maintenance or one of their authorized designees. Requests may be initiated by submitting to the Department of Environmental Health and Safety a completed form titled "Request for Extended Storage Time" (Appendix A). The Department of Environmental Health and Safety may review periodically the use of the Common Storage facility to ensure that all areas are maintained consistent with applicable IIT storage policy.

5. CONTACT INFORMATION.

Bruce Watts, Vice President for Administration
Facilities Operations and Maintenance & Public Safety
IIT Tower - 10 West 35th Street, 19F7-1 - Chicago IL 60616
Phone: (312) 567-3343 - Fax: (312) 567-3344

Cindy Chaffee, Director
Department of Environmental Health and Safety
IIT Tower - 10 W 35th Street, 4F9-2, Chicago, IL 60616
Phone: (312) 567-3084 – Fax: (312) 567-7018

6. APPROVAL.

The IIT Safety Policy Committee has reviewed and recommend the adoption of this Policy on October 13, 2014, and this Policy Concerning the Storage of Surplus Material is approved and effective this 14th day of October 2014. The Safety Committee will review the contents, implementation and effectiveness of this Policy no less than annually (but as often as necessary) to ensure that it meets legal and regulatory requirements and adequately provides a safe environment for IIT faculty, employees and students. Modifications to this policy have been reviewed and approved, and are effective as of the date noted on the cover page.

By: /s/ Alan W. Cramb
Provost and Senior Vice President

By: /s/ Bruce Watts
Bruce Watts, Vice President for Facilities & Public Safety

Appendix A

Request for Extended Storage Time

Name:		Date	
Department:			
Item:			
Storage Location:			
Justification for Extended Storage Time:			

Department	Print Name	Signature	Date
Environmental Health & Safety			
Facilities and Public Safety			
Chair/Department Head			