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**Effective Date: July 1, 2026**

### 1. Purpose

The purpose of this policy is to establish a standardized workflow for relocating and storing District furniture and equipment. Due to space limitations at the Warehouse, this policy ensures that storage requests are properly vetted to prevent items from being stored outdoors and damaged by the elements, while streamlining communication between Requesting Departments, Campus Events, Facilities, and the Warehouse.

### 2. Policy Statement

All requests to store furniture or equipment at the Warehouse must be approved by the Warehouse team prior to the submission of a work order. Unapproved requests may be turned away or subjected to outdoor storage at the owning department's risk.

### 3. Procedure for Requesting Storage

#### Step 1: Initial Request for Storage Approval

- Before initiating any move, the Requesting Department must contact the Warehouse to verify available square footage and to provide storage dates.

#### Step 2: Warehouse Assessment

- The Warehouse team will review the request based on current indoor capacity.
- If denied due to space constraints, the Requesting Department must find an alternative solution or accept the risk of outdoor storage (if offered).

#### Step 3: Work Order Submission (Onuma)

- Only after receiving Warehouse approval should the Requesting Department submit a formal work order via the Onuma system.
- The Requesting Department must attach a completed Facilities Office & Personnel Move Request (FOPM) to the Onuma request. The FOPM must identify the items to be stored, the requested storage dates, and include the emailed storage approval from the Warehouse.

#### Step 4: Required Notifications

- When submitting the Onuma work order, the Requesting Department and/or Facilities must include/CC [warehouse@avc.edu](mailto:warehouse@avc.edu) on the ticket. This ensures the Warehouse is aware of the timeline for incoming furniture.

#### Step 5: Execution of Move

- Once the Onuma ticket is processed and the Warehouse has been copied, the Campus Events Team will coordinate and execute the removal and transportation of the approved items to the Warehouse.

### 4. Key Contacts

- Warehouse: Teresa M. Cooper, Coordinator ([warehouse@avc.edu](mailto:warehouse@avc.edu) | ext. 6606)
- Facilities & Onuma Support: Facilities Services ext. 6499
- Campus Events: [campus-events@avc.edu](mailto:campus-events@avc.edu)

### 5. References and Resources

- Warehouse Website: <https://www.avc.edu/warehouse>