

Storage Shipping Container (Zircon) Guidelines

1. With prior approval of the Vice President for Finance & Administration, departments may purchase or rent storage containers from a reputable storage container company. Physical Plant Services (PPS) reserves the right to deny a container due to inferior quality.
2. Departments requesting approval must submit a proposal attesting to the need. The proposal must document other options that were considered for storage, the timeline contemplated for use, and an exit strategy should the College require the land upon which the container is located for higher priority needs.
3. The size of the container shall be 8' wide by 20' long. Access door shall be on the end, not on the side.
4. The department is responsible for making the purchase or arranging the rental agreement.
5. Containers acquired must be in new condition or refurbished with a newly painted exterior finish.
6. Delivery of the containers must be arranged by the department.
7. PPS must be notified when the contract is made with the container company and notified again 5 business days in advance of a delivery. PPS will guide the delivery to its location on campus.
8. All storage containers acquired after July 1, 2022, will be located on the old tennis courts north of the Student Life Center.
9. The department will be responsible for all payments associated with the acquisition of the storage container.
10. Any costs associated with the relocation of the storage units will be charged to the department.
11. College padlocks will be provided by PPS. PPS and the PD will have key access in case of an emergency.
12. The department will work with the Environmental Health and Safety Manager to ensure that the contents of said container are adequately insured under the College's policies.
13. No hazardous materials may be stored in a container.