

## Chemistry Department Request for Long Term Storage

Department of Chemistry buildings, Kenan Labs, Morehead Labs, Caudill, Murray and Venable Labs, have very limited capacity to store equipment and materials that are not currently in use. To manage the demand for storage space, the Department requires a time limit be placed on all stored material. Please provide the following information. Please print:

Research group: \_\_\_\_\_

Faculty member approval (signature): \_\_\_\_\_

Date of request: \_\_\_\_\_

Length of time requested (one year or less): \_\_\_\_\_

Current location of item: \_\_\_\_\_

Amount of floor space required (sq. ft.): \_\_\_\_\_

Weight of item (pounds): \_\_\_\_\_

Special storage conditions or instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assigned Storage Location: \_\_\_\_\_

Date to remove from storage: \_\_\_\_\_

\_\_\_\_\_  
Department Chair's approval

\_\_\_\_\_  
Date