

Attic Storage Requests – Doster Hall

1. Access to the attic will be granted on a project-by-project basis at the discretion of individual Department Heads and Dean Boschung.
2. Completed *Attic Storage Request Forms* should be submitted first to one's Department Head and once approved to the Dean's Office.
3. In order to obtain approval, one must secure items in a tightly packed, closed and taped box. Please be certain to box all like items together when possible, e.g. paper, metal, or glass.
4. A Doster [Attic Storage Request Form](#) must be completed for each individual box and emailed to the dean's secretary once Department Head approval is granted. (rfklein@ches.ua.edu)
5. After items to be stored have been properly inspected, an inventory number will be assigned and a label issued. A permanent record of the inventoried items will be maintained in the dean's offices.

GUIDELINES

- Only **University of Alabama** property may be stored in the attic or other storage areas.
- The storage of UA property anywhere in Doster Hall is subject to guidelines involving inventory policy, fire code and health and safety issues.
- **Personal** property used to teach or facilitate learning may be stored in individual faculty offices as long as the storage follows the UA guidelines for health and safety and fire code. If for some reason personal property must be stored in the attic or other storage area in Doster Hall, the owner recognizes that the property is subject to the HES Guidelines for Storage.
- No chemicals or combustible items should **ever** be stored in the attic.