

BNC BRK-1215 Storage Building Guide Lines

Storage Space Restrictions

- 1) No chemical, biological, or hazardous materials of any kind can be stored in the storage building. Occupants failing to comply will result in further action and possible removal from storage space.
- 2) Only inert gas cylinders can be stored with appropriate chain and cylinder brackets.
- 3) Cardboard boxes must be limited to reduce fire potential.
- 4) From the floor the maximum storage height is 11' to maintain fire sprinkler clearance.
- 5) Specialty wooden crates will be limited by size and safely stacked (3'x3'x3'). Larger crates will have to be stored off site at occupant's expense.
- 6) Each marked off area or zone (8' by 10') will need to be maximized with vertical shelving before more floor space can be approved.
- 7) Rolling ladder 60" tall may be provided when placing lighter weight items on higher shelves. Heavy and bulky items must be stored low below eye level.
 - a. <https://www.globalindustrial.com/p/janitorial-maintenance/ladders/rolling-steel/6-step-extra-rolling-safety-ladder-serrated-grating>

Storage Space Approval

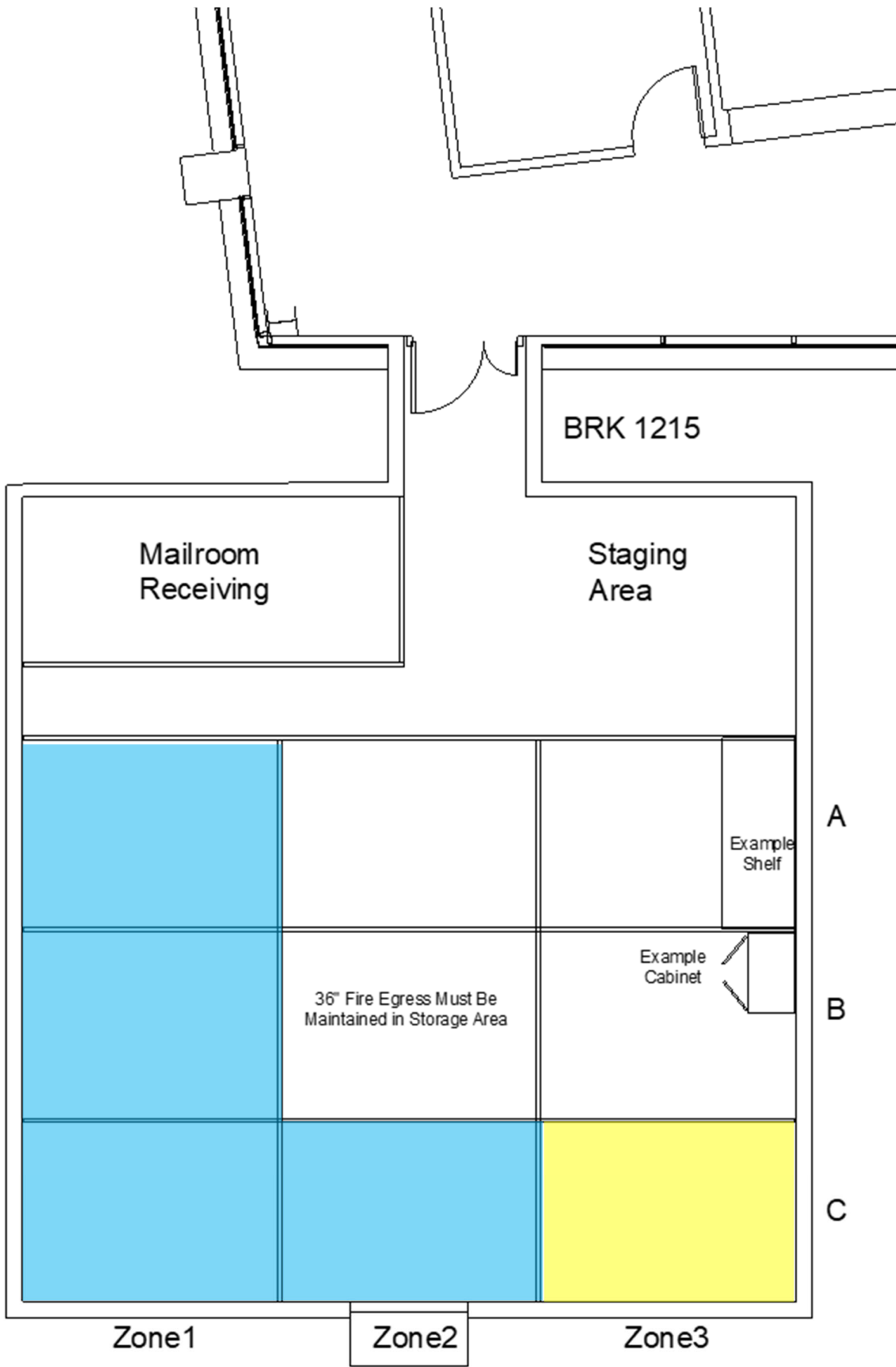
- 1) Occupants need to email a proposed plan of how they will use the space sent to mlradtke@purdue.edu.
 - a. Size of area needed
 - b. Shelf or storage cabinet arrangement.
 - c. Materials being stored.
 - d. Approximate the amount of cardboard and/or specialty wood crates
 - e. Agreement with the BRK-1215 space guidelines
- 2) A review of proposed plan and approval of guidelines will be completed. When approved a reply is sent to the occupant showing the area assigned.
- 3) Storage space will be assigned by location (zone and area) and no additional storage space can be taken without written approval from BNC management.

Storage Space Security and Housekeeping

- 1) The goal should be placing all heavier items lower to the floor and lighter items stored on higher shelves.
- 2) Walking or standing on the shelving is prohibited.
- 3) It is the responsibility of the user of the space to keep all items neat and well organized with walking paths of 36" wide to be maintained for fire egress.
- 4) Security of all valuable items will be occupant's responsibility and expense.
- 5) All stacked items shall be done in a manner to prevent accidental falling of items causing injury or damage to adjacent items.
- 6) Storage space access data and camera information will be maintained for a 30-day rolling period of time.
- 7) Storage space area will be routinely reviewed for compliance.

Shelving and Storage Cabinet Guide Lines

- 1) **Purchase and installation of storage racks and cabinets is the responsibility of BNC facilities.** Installation will be completed by campus trades to insure storage shelves and cabinets are anchored correctly.
- 2) Approved shelving (96x36x96) and cabinets (36x24x72) are listed below.
 - a. <https://www.uline.com/Product/Detail/H-7461/Pallet-Racks/2-Shelf-Pallet-Rack-Starter-Unit-96-x-36-x-96>
 - i. <https://www.uline.com/Product/Detail/H-7663/Pallet-Racks/Pallet-Rack-Wire-Decking-46-Wide-36-Deep>
 - b. <https://www.uline.com/Product/Detail/H-2216ABL/Storage-Cabinets/Industrial-Metal-Storage-Cabinet-36-x-24-x-72-Assembled-Black?model=H-2216ABL&RootChecked=yes>
- 3) Shelving and cabinets will be metal construction.
- 4) Shelf will be labeled with 3,000# maximum load capacity.
- 5) No homemade or altered storage shelving will be allowed in the space
- 6) No solid or wooden shelf decking material will be permanent due to local and state fire codes
- 7) All installed cabinets and shelving installed will require approval by BNC safety officer to ensure compliance with requirements.



Example of Approved Occupant Space Shaded Areas