Summary
This statement describes Stanford University policy on the allocation and management of campus storage containers.

Policy Statement
Storage containers on campus are centrally located in the storage container yard and adjacent area on Stockfarm Road. Locating containers in other areas of the campus is strongly discouraged with some exceptions, such as the corporation yard at Building and Grounds Maintenance. Containers are approved and allocated by the Provost, through the Department of Capital Planning within Land, Buildings and Real Estate. Containers are sited by the University Architect/Campus Planning and Design. Containers require applicable County approvals and regulations.

Process
New containers need to be requested in writing via Capital Planning’s space request form (lbre.stanford.edu/cap_plan), for consideration by the Provost. This form is required prior to initiating the Form 1 process. This is the case regardless of size, cost, proposed length of use and/or source of funding.

The cost and installation of new containers is the responsibility of schools/areas. Schools/areas wishing to relinquish and/or move containers need to inform the Department of Capital Planning as well. The cost and removal of containers is the responsibility of schools/areas.

Siting of containers in the Stockfarm area and in rare instances in other campus locations is determined by the University Architect/Campus Planning and Design Office.

Authority
This policy is approved by the Provost.

Administration
The Department of Capital Planning is delegated by the Provost to authorize the allocation of any new containers and/or the moving of existing storage containers.

The University Architect/Campus Planning and Design Office is delegated to determine siting of storage containers.

Any questions about this policy should be directed to the Department of Capital Planning.