

June 14, 2017

Dear Central Stores Customers,

We are writing you to notify you of upcoming changes to the storage fees in Central Stores. Storage fees have not increased since July 1, 2013 but due to labor costs and related budgetary constraints, it is necessary to increase the fees to the following effective July 1, 2017:

Storage Space Rental Fees

Service	Previous Rate	New Rate Effective July 1, 2017
Six (6) Months of Storage	\$72.00 Per Pallet	\$90.00 Per Pallet
Twelve (12) Months of Storage	\$144.00 Per Pallet	\$180.00 Per Pallet
Pull-Down Rate*	\$30.00 Per Pallet	\$32.00 Per Pallet

* The "Pull-Down" rate refers to the fee for accessing storage items. Customers are entitled to two (2) free pull-downs per pallet for the fiscal year. Each additional request to pull-down a pallet will incur a \$32.00 charge per pallet.

In addition to the fees outlined above, any department requesting pallets to be pulled down and staged on the warehouse floor will have fourteen (14) days to work with the materials before a daily charge of \$1 per pallet is added. A dedicated staging area for pallet pull-downs will be created for these purposes. All requests for this services must go through Central Stores who can be reached at 860-486-6297.

Shredding services: Any department requesting shredding of stored pallets (with approval) will incur an additional charge if the total number of pallets to be shredded exceeds five (5) per fiscal year. Central Stores is not equipped to handle large volumes of shredding, and at times will need to utilize state contracts for shredding services. These shredding service fees will be passed on to each customer at a rate of \$35 for each pallet exceeding five (5) pallets per fiscal year.

Central Stores is currently under a large re-organization of storage space and we appreciate each department's understanding of these changes. We are currently re-organizing storage locations and some departmental storage pallets may be placed in new locations. Departments will be notified of any new storage locations.

We would also like to take this time to share with you a service provided by the University UITS Department, called Enterprise Content Management. The program was created to assist departments with their extensive paper files by placing them on a secure, searchable electronic content repository to help bring UConn closer to a GREEN, paperless society. Information on the program can be found at: <http://ecm.uconn.edu/> or departments can reach out to Rob Rowland, Veronica Ferris or Luis Begue of the UITS Department. Their contact information is located on the department website: <http://ecm.uconn.edu/contact-us/>

We appreciate your patience and understanding as we continue to improve Central Stores to better serve the University Community. If anyone has any questions about this notice, please call Central Stores office at 860-486-6297.