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| **Culinary**  **Services** |

**PROCEDURES**

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| CFF Storage Space Rental | Procedure No: |
| Issued By: Rich Neumann | Date Issued: |
| Approved By: Gwyn Scott | Date Effective: 10/1/2016 |
|  | Revised: 7/29/2019 |

**PURPOSE**

To define a procedure for storage of Ohio University property and establish fair storage fees for Ohio University Departments utilizing storage space at Central Food Facility (CFF).

**PROCEDURE**

Departments interested in renting space in the CFF climate controlled warehouse need to contact our warehouse manager at 740-593-2981, [centralwarehouse@ohio.edu](mailto:centralwarehouse@ohio.edu). Space rental is very limited and will be provided on a first come first served basis. The smallest rentable space is 40” x 48” x 56” which will accommodate one pallet and the minimum amount of time space may be rented is one week. The rate for one space (40” x 48”) is $12/week or $25/month. Invoices will be sent out by the 20th of each month or the first business day after the 20th. Payment is due by the 1st of each month. Please give 24-hours’ notice to access your stored items.

Departments using CFF docks and facilities for offloading or crossdocking of incoming freight will be given five (5) calendar days to have it removed from CFF at no charge.

After five (5) calendar days the department will be invoiced at the rate of $15 per day per pallet.

CFF staff will provide the labor for offloading and loading of freight. We will receive and ship whole pallets. Customers who wish to have items divided, pulled, or staged for pickup will be charged $12 for first 15 minutes. Additional time after 15 minutes will be billed at $33/hour.