

Freezer Alley Storage Policy

I. Purpose and Scope

Freezer Alley is the T102J corridor on the first floor of T Wing. It was originally set up to help Health Sciences departments with limited equipment space accommodate their ultra-low freezers. Health Sciences Building Management controls the assignment of space and storage of all freezer units in this hallway.

II. Conditions of Use:

A. Storage Authorization

1. All efforts must be made by the principal investigator, departmental administrator, departmental Chair, and School Dean to provide space within their department or school for this freezer before applying to HS Building Management.
2. HS Building Management must authorize the placement of all freezers in this corridor before any freezer is moved in. No other equipment is authorized for storage in this corridor.
3. Equipment must be registered with the HS Building Management. Registration will include department, principal investigator, UW and emergency contact information, equipment ID (if available), and date of storage registration.
4. Space in Freezer Alley is a courtesy, not an inherent right. A department and/or investigator cannot pass their assigned space on to another person when they move out. As noted above, all assignment and approval must be provided by HS Building Management Office.
5. Expected duration of storage will be included in the storage rental agreement.

B. Removal of Freezer

1. If necessary, and under normal conditions, HS Building Management may give a 30-day removal notification. Emergency notification may be shorter, but an explanation will be provided to the department.
2. Removal of equipment must be communicated with HS Building Management.

C. Freezer Maintenance/Security

1. If the freezer malfunctions or is updated, a department/investigator may replace their equipment and maintain their location. Notify Building Management of equipment change and to register new freezer.
2. Equipment must be locked at all times when not attended by a staff member. Investigators must provide their own locks.
3. All freezers should be regularly maintained and kept in working order. If a freezer fails, the department or investigator must repair or replace it as soon as possible.
4. If a lock or seal breaks, duct tape can be used as an emergency seal for the door(s) until the lock/seal is fixed. Locks should be replaced or repaired within one week, if not sooner.
5. The UW Facilities Refrigeration Shop (685-1900), has several freezers for emergency use. Contact them if you need temporary storage. If they have no freezer space available, it is the responsibility of the department or investigator to find other storage.
6. Freezers must be anchored to the Unistrut rail. If your freezer does not have straps that can be attached to the Unistrut rail, submit a UW Facilities work request.
7. Storage is not permitted on or around the freezers.
8. If freezer defrosting is necessary, it is the owner's responsibility to defrost in a manner that does not create a hazard or mess.

- D. HSAS&F is not responsible for damage or destruction of equipment or contents.
- III. Available Utilities
- A. Most outlets are 120 volts with other voltages available. To confirm voltage of an outlet, submit a work order to UW Facilities at the investigator's expense.
 - B. Supplemental air conditioning is provided, to mitigate freezer overheating.
 - C. Direct contact alarm systems, with associated data connections may be installed at the investigator's expense.
 - D. Battery backup is not provided. It is the responsibility of the investigator to purchase freezer equipment with this feature.
 - E. Freezer Alley does not have emergency power.
- IV. HSAS&F Responsibility
- A. A roster will be maintained, listing departments and their equipment that is assigned storage.
 - B. Utility shutdown notices affecting T102J will be forwarded to administrators in departments having equipment in Freezer Alley. Further distribution of shutdown notifications to principal investigators will be the responsibility of the departmental administrators.
 - C. Approved equipment will be assigned on a first-come, first-served basis. To ensure equity, the number of individual freezers and/or linear feet of storage used by a specific department and/or principal investigator will be a factor in approval.
- V. Freezer Owner's Responsibility
- A. A storage rental agreement for placing equipment in Freezer Alley must be signed by the investigator or a departmental designee responsible for the freezer(s).
 - B. The department and investigator assumes all risk in placing their freezer in Freezer Alley.
 - C. Storage Rental Fee
 - 1. A fee of \$5.00 per linear foot per month will be charged to each principal investigator or department.
 - 2. A linear foot is defined as 1 to 12 inches. No fractions of a linear foot will be considered. (For example, a freezer occupying 3 foot, 5 inches will be charged at 4 linear feet.)
 - 3. Only UW budget numbers are accepted for billing purposes.
 - 4. Freezer rental space will be billed quarterly, at the end of the quarter.
 - 5. Because of the minimal cost per linear foot, monthly fees will not be prorated. The monthly fee will apply for 1 to 31 days within any given month.
 - D. Freezer Identification
 - 1. Each freezer will have the following information listed on it for easy identification:
 - a. Department
 - b. Contact Names
 - c. Office/lab phone number
 - d. Emergency contact numbers
 - e. Date of placement
 - 2. A unit number will be assigned to each freezer by HS Building Management to help track the equipment. This form will be signed and applied to the freezer by HS Building Management.