

NFS Storage Room, Walk-In Cooler and Walk-In Freezer Protocols

362 Carrigan Wing Storage Room

Faculty may use the room only for storing research supplies and equipment. Each faculty member will have shelving assigned for supply and equipment storage.

The storage room is also used for NFS administrative storage.

- Computers: no computers (CPUs, monitors, etc) to be left in the storage room. If you are no longer going to use the computer, see Ann or Lacey for proper disposal of the computer.
- Outreach/Initiatives Materials: Paperwork/materials from outreach/initiatives prior to 2015 need to be removed by Friday, December 13th. Otherwise these materials will be disposed of by Ann and Lacey.

Walk-in Refrigerator

There are two primary uses for the walk-in refrigerator, either to store perishable materials for courses or research. **Be sure to push the door closed.**

- If you have a course that requires a shelf/shelves in the walk-in, please let Ann know before the semester begins.
- If you have perishable materials that need to be stored for research purposes, please let Ann know and she will dedicate and label a shelf/shelves for that purpose.

Walk-in Freezer

The walk-in freezer is for the storage of research materials. If you need to use the freezer, please let Ann and Lacey know, first, how much space you need and second, for how long you will need the space.