

# Decommissioning of Personal Storage Bins

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When a member's status lapses or they formally leave the Makerspace, their Personal Storage bin is subject to decommissioning. The following process applies:

- If a member's DMS membership is no longer current, the member's bin will be relocated to purgatory and Logistics volunteers will make a good-faith effort to contact the member using the most recent contact information on file.
- If no response is received within **30 (thirty) days**, the bin will be considered abandoned.
- If a member explicitly notifies the organization of their departure, their bin may be decommissioned immediately unless arrangements are made for retrieval.
- Bins that have been identified as abandoned will be:
  - Relocated to Purgatory by Logistics volunteers, and a new bin with a holder put in its place.
  - Contents will be held for up to 30 days in the Purgatory area.
  - If not retrieved, the contents will be discarded, donated, or repurposed at the discretion of the Directors or Officers.
  - The bin itself – if in good condition – will be returned to the pool of available bins.
- Members may authorize, in writing, another member to retrieve their bin within the 30 day grace period.
- Requests for exceptions due to extenuating circumstances may be submitted to logistics prior to bin removal.
- Members who return to the space after their bin has been decommissioned must follow the standard process for obtaining a new bin, including payment of the storage fee.