

# Personal Storage

2015-11-08

Personal storage is provided using a bin system placed in racks throughout the 'Space'. The bins may be used for items such as personal protective equipment, small tools, 3D printer filament, small components, etc. Unlike project storage, personal storage is permanent<sup>1</sup> with no project timelines and requiring no active participation from the member aside from maintaining current membership status.

**NOTE:** Storing items in Personal Storage bins which are unsafe (e.g. flammable) or illegal or which encroach on other members' enjoyment of the 'Space' is unacceptable and may result in the loss of the contents as well as these privileges at the discretion of Directors or Officers.

## Process for obtaining a bin

Any current member may use personal storage for a *one-time*<sup>1</sup> fee:

- Find a bin that is not in use (no label, no contents) - alternately, a slot with no bin, and procure a [TROFAST bin from Ikea](#) to be placed there.
- Secure a piece of paper to the front of the bin whereupon shall be inscribed
  - member's name and
  - associated DMS username.
  - Legibility is paramount.
- At the kiosk in the Common Room (or using an envelope inscribed with same member's name & DMS username into one of the payment drops, worst case scenario) deposit the requisite \$20.00 fee.
  - This is required regardless of who furnishes the bin.
- Place the bin into an available slot in the rack with the paper visible
- Once payment is received by Logistics an official label will be attached to the front of the bin

## List of Members with bins

<http://192.168.200.32:8080/api/v1/tools/getCertifiedUsers?tool=storage-bins&format=html>

## Personal Storage Rules

- Bins must have an official label (or paper) affixed per the above process
- Members may have one bin per RFID#, *paid separately*
- The [IKEA Trofast bin](#) must be used (member may provide - \$20.00 fee is not waived)
  - The [shallower variant](#) is acceptable
- Bins may be personalized, however the official label must be clearly visible on *one* of the facing ends
- Bins may be oriented with the official label visible (outward), or hidden (inward)
- Contents of bins must be fully contained within the bin slot so as to not interfere with other bin slots
  - the lid, if used, must fully close
  - the lid, if used, must rest flush with the top
  - if no lid is used, the contents must be arranged such that a lid could be used, per the above points
- Bins must be stored fully inserted into the rack so as to not interfere with other bin slots
  - the lid, if used, must fully close
  - the lid, if used, must rest flush with the top
  - if no lid is used, the contents must be arranged such that a lid could be used, per the above points
- Items stored in the rack *not in a bin* will be removed immediately: **the racks are not to be used as shelves**
- Empty slots in the rack are *not reserved* and are first-come, first-served, per the above process
- Logistics conducts periodic audits of bins
  - bins may be relocated during this process
  - bins will be re-oriented with label visible (outward)
- The contents of any bins that do not conform with these rules will be returned to the member and their personal storage privileges will be revoked.
  - To use personal storage again member must complete the process for obtaining a bin *including paying the usage fee* again

Other notes:

- We recommend using lids:
  - bins can bear more weight with lids (*we determined this experimentally*)
  - lids discourage casual browsing of bin contents
- Trofast bin construction material discourages adhesives
  - Be aware personalized labels may spontaneously delaminate
- **Note storage areas are under 24/7 video surveillance** with special attention paid to visibility to reduce problems of our past

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Notes:

**1: TK how former member bins are decommissioned and what needs done should they become members again**