# Storage policies

**1. Any item stored at the space which does not comply to any of the following policies, will be placed on the unclaimed items shelf.** Refer to the unclaimed item shelf policy for more information..

2. All items must be **stored in storage bins (53 L or 68L Rubbermaid in blue)** , no items left loose. If it's just some random part or component left lying about, refer to #1.

3. Every member can store only **two bins** at the space at any time. If you need to store more bins, please contact directors@ents.ca for approval.

4. Bins must be **labeled** with your **full name with the special stickers provided by ENTS** for this.

5. Please **do not store items dangerously**. Make sure no item is sticking out of the shelves.

6. Make sure your items are not **too heavy** to be stored on the shelves. (e.g. A rubbermaid bin filled with transformers is going to be way too heavy.) Be reasonable!

7. If your item **does not fit in your bin**, please contact directors@ents.ca with information about dimensions of your item and the time period you need to store it in the space. Items not approved for storage outside of a bin are not compliant with this policy.. **Please remember that there are provided storage areas for stock wood and metal near the shops.**

8. **ENTS will not retain items after your membership has lapsed.** It is your responsibility to remove items from the space before they will be treated as non-compliant with this policy.

## Designated storage areas

1. Storage room
2. Stock storage area in the woodshop & metal shop