STORAGE ROOM TIPS AND GUIDELINES

Students are allowed to store up to 5 boxes or totes in a Concordia storage room during the year or over the summer.

Boxes must meet the following requirements:
- Completely sealed/taped shut.
- Full name and address written on box as if ready to ship if necessary.
- Signed into the storage room in the storage room log.
- Totes/suitcases are allowed as long as they have an address and could be shipped.
- Boxes are under 75 lbs and less than 165" when you add length + length + width + width + height (per shipping guidelines).
- NO FURNITURE, RUGS, BIKES, FRIDGES, etc.

These items must be logged into the storage room by an RA or RC. For the protection of the student's property, the log and storeroom will be periodically inspected. Improperly stored items may be removed and/or the student may be fined.

Concordia does not carry insurance on the personal property of students and is not responsible for any loss or damage of such property.

If a student leaves Concordia, graduates, or moves off campus, items must be removed within 30 days. Thereafter these items are subject to disposal.

HELPFUL TIPS
- Pack tightly otherwise items could be crushed if heavy boxes are stacked on it.
- Make sure all items are dry and contained well to avoid mildew or mold.
- Packing or duct tape is better than scotch tape.
- If additional storage is needed, there are many storage units available to rent in the area.
- LABEL BOXES PROPERLY -- with name, home address, and Zip code. (Note that a piece of paper with this information taped to the box is not a very good idea, since it may tear off during shipment. Write on the box or use address labels.)
- Consider writing your name on the side of your box as well to make it easier for you to find your boxes once others are added.
- If you are storing items over the summer, please place your items in the building where you will live NEXT year to make your move in process easier.
- Contact your RA, RC, or SLO with any questions or concerns about storage.