

DRAFT 2016 Summer Storage

Reviewed and Agreed Upon by ASHMC Senate
Updated April 2016

Although space is limited Harvey Mudd College strives to provide storage to many of our returning students and summer residents. All on campus storage space is available on a first come, first served basis and as detailed below. While not all students and all storage needs can be accommodated it is imperative all students follow the summer storage information detailed below so as to provide as much storage as efficiently as possible and to avoid personal items from being discarded.

Summer Storage

Summer is a time when the college deep cleans dorm main lounges, suite lounges, and rooms, as well as performs necessary repairs and maintenance to our residence halls. This process is necessary to prevent permanent degradation and damage to college assets and facilities.

As noted in the Student Handbook, at the end of each year, HMC residents may store non-valuable personal items in a dorm storage room. Only students who are living on campus during part of the 2016-2017 academic year may use these storage rooms. The college is not responsible for loss, theft or damage of items left on campus. Storage is at your own risk. Residents leaving items in storage will not be permitted to gain entry into the storage areas prior to the opening of the residence halls for returning students on Sunday, August 28, 2016, to mitigate the issues with someone being in the storage room while other students are not around. **Do not place items such as passports, valuables or other important items you may need during the summer into storage as you may not be able to access the storage area.** Space is limited therefore residents should be considerate of how much they place in dorm storage areas so as to allow space for everyone needing storage. All stored possessions must be removed from the storage areas no later than the second Monday following the beginning of classes to allow for cleaning. **All personal possessions remaining in vacated student rooms, suites, lounges or bathrooms will be discarded.**

Personal Property Recycle/Disposal

As much as possible, we recommend you take all of your things home over the summer. If you can't take everything, at least take everything valuable with you. Storage on campus is at your own risk.

To encourage students to dispose of unused personal items that take up valuable storage space and to avoid excessive clean up fees for not cleaning your room, HMC provides resources for students to dispose of and/or recycle unused or unwanted personal items. The week leading up to Commencement HMC will provide extra-large trash, recycling and E-waste bins located near the residence halls. Personal items like computers, boxes of clothing, books, etc. must be stored in dorm storage rooms or pods. Suites, vacant rooms, hallways, bathrooms, and lounges cannot be used for storing smaller items like these, even if they are green tagged. College staff will be thoroughly cleaning suites, hallways, bathrooms, and lounges during summer, so keep boxes and belongings out of the way. Items incorrectly stored will be pink tagged and if not moved to one of the approved storage areas as identified above they will be discarded or donated to charity.

If you are staying in the residence halls for the summer, it is preferred that you keep your personal items with you in your private room to avoid items from being inadvertently discarded.

To facilitate management of the large amount of student property on campus during the summer months; HMC encourages students to use the following tags provided by the Facilities and Maintenance Office:

Blue Tag – Should be used to indicate large bulky item that are no longer wanted by the student and may be discarded, recycled or donated by staff. Smaller items should be recycled or disposed of by students. Leaving trash behind for F&M to dispose of may result in excessive clean up fees.

Green Tag – Indicates the item belongs to a **current summer resident**. All personal property belonging to a summer resident not in a private room must be labeled with a Green Tag to avoid items from being discarded.

- During the summer your items left in the suite must be Green Tagged so we know they belong to a summer resident on campus. If they are not Green tagged they will likely be discarded as items left behind by others.

Tags will be available for pick up in the Facilities and Maintenance Office.

When you move out of your private room your items must be stored in an approved storage area or removed from campus. Please be advised, items left behind in areas not approved for storage will be discarded. **Do not leave your personal items in your room, suite lounge, main lounge or in someone other location; they will be discarded.**

Do not place the burden of watching your personal belongings on your friends that are remaining here for the summer. Their space is limited and your items are not allowed in rooms, suites, lounges or other non-approved storage areas if you are not a summer resident. Please understand, due to use of the residence hall facilities by non HMC summer residents, conference attendants and maintenance repairs HMC is does not have the ability to store student property except in specific locations clearly identified below as summer storage areas.

All on campus storage space is available on a first come, first served basis. In addition to the dormitory storage room areas provided, HMC provides portable metal storage pods that will remain on campus all summer (at considerable expense). Each pod is designated for specific use. The specific use and location of these pods are identified below. The pods remain outside in the elements all summer.

HMC 2016 Summer Storage Pod Date Schedule and Location Information		
General Student Storage	Approximate Location	POD LABEL NAME
	By Linde	General Student # 1
	Between North and South	General Student # 2
	Between Atwood and Case	General Student # 3
	By Linde	General Student # 4
	Between Atwood and Case	General Student # 5
	Between Atwood and Case	General Student # 6
	Behind East	General Student # 7
	Behind West	General Student # 8
	Behind West	General Student # 9
Summer Math		
	Between Atwood and Case	Summer Math # 1
	Between Atwood and Case	Summer Math # 2
	Between North and South	Summer Math # 3
Proctor/Early Arrival/Orientation		
	By Linde	Proctor/Early Arrival/Orient. # 1
	Between North and South	Proctor/Early Arrival/Orient. # 2
	Between North and South	Proctor/Early Arrival/Orient. # 3
	Behind East	Proctor/Early Arrival/Orient. # 4
	Between Atwood and Case	Proctor/Early Arrival/Orient. # 5
Summer Residents		
	Between North and South	Summer Resident # 1
	Behind East	Summer Resident # 2
	Between Atwood and Case	Summer Resident # 3
	By Linde	Summer Resident # 4
Summer Research		
	Between North and South	Summer Research # 1
	Between Atwood and Case	Summer Research # 2
	Behind West	Summer Research # 3
General Student Storage Pods	Access Ends May 16 at 10:00 AM • Access Restored August 28 at 8:00 AM	
Summer Residents Storage Pods	Combo Locks Remain to Provide Access all Summer	
Summer Math Storage Pods	Access Ends June 4 at 1:00 PM • Access Restored August 28 at 8:00 AM	
Proctor/Early Arrival/Orientation	Access Ends May 16 at 8:00 AM • Access Restored August 13 at 8:00 AM	
Summer Research	Combo Locks Remain to Provide Access all Summer	

Specific lounge area available for large furniture items only:

Bulky furniture items may be stored in the Linde Main Lounge (note: this does not include suite lounges). Linde Dorm has elected a storage representative that will be on site during the summer and will be responsible for coordinating emptying the lounge of the large bulky items when and if the college deems it necessary for cleaning and repair/maintenance work. The Linde Dorm Main Lounge is meant to store large furniture items such as sofas or bars. The lounge will not be secure at all times during the summer therefore, it is imperative you do not use the space for personal items. Any items that are not large furniture items stored in this area will be discarded.

Items found in dorm lounges not specified above for bulky storage such as West, North, East, South, Atwood, Case, Sontag and Drinkward will be discarded. These spaces are often used by conferences and may require maintenance repair work, therefore all personal items must be removed from the space.

Off Campus Storage

Because on campus storage is limited, the college encourages students to take advantage of the services of outside storage facilities, such as AA U-Stor-M, Public Storage, or Route 66 Storage. Based on information we were provided from the storage facilities we are providing a breakdown of the approximate costs per student if they rented a room of the specified size and split it with the specified number of students for the entire summer (4 months). Sample pictures of three available units are also shown below.

Route 66 Self Storage is located 2 miles from campus, travelling west on Foothill. Visit them online at <http://www.route66selfstorage.com/> or by calling (909) 624-1320. 10% off Student Discount, 24/7 access to storage unit and Free rental of U-haul moving truck. Moving help is also offered upon availability. Call for details.

Route 66 Self-Storage		Number of Students				
Size	3	4	5	6	7	8
5x5 (\$55/mo.)	\$73.34	\$55.00	\$44.00	\$36.67	-	-
5x10 (\$76/mo.)	\$101.34	\$76.00	\$60.80	\$50.67	\$43.43	-
10x10 (\$121/mo.)	\$161.34	\$121.00	\$96.80	\$80.67	\$69.15	\$60.50

AA U-Stor-M is located 2 miles from campus, travelling east on Foothill and south on Benson. Reservations can be made online at <http://aaustorm.com/upland.html> or by calling (909) 985-1931. There is a 10% student discount on all storage units (student and government IDs required), and a free truck is available for use at move-in.

AA U-Stor-M		Number of Students				
Size	3	4	5	6	7	8
5x5 (\$41.50/mo.)	\$55.33	\$41.50	\$33.20	\$27.67	-	-
5x10 (\$63/mo.)	\$84.00	\$63.00	\$50.40	\$42.00	\$36.00	-
10x10 (\$112.50/mo.)	\$150.00	\$112.50	\$90.00	\$75.00	\$64.29	\$56.25

Public Storage is located just over 2 miles from campus, travelling east on Foothill, south on Central, and east on Arrow Hwy. Reservations can be made online at <http://www.publicstorage.com/> or by calling (800) 688-8057. Prices vary based on unit features and location.

Public Storage**	Number of Students					
Size	3	4	5	6	7	8
5x5 (\$35/mo.)	\$46.67	\$35.00	\$28.00	\$23.33		
5x10 (\$63/mo.)	\$84.00	\$63.00	\$50.40	\$42.00	\$36.00	
10x10 (\$138/mo.)	\$184.00	\$138.00	\$110.40	\$92.00	\$78.86	\$69.00

**Prices represent the average (low estimate) cost of renting a space. The actual prices may vary.

5' x 5' Storage Room



5' x 10' Storage Room



10' x 10' Storage Room



Dorm Storage Room Cleaning Prior to Summer

In order to maximize space availability of the dorm storage room for returning students, the college will clean each storage room prior to the week before Commencement if requested to do so by the Dorm Presidents. To request the cleaning, the Dorm President shall submit a work via the HMC website at the following link: <https://www.hmc.edu/facilities-maintenance/>. The storage room will need to be emptied prior to the staff arriving to clean so that the staff can access the room. If items in the storage room are to be discarded the dorm presidents must properly identify the items by using the blue and/or yellow tags mentioned above.

The idea behind dorm storage room cleaning is to rid the storage rooms of unused/unwanted items to provide space for students that are returning to store their belongings and for the dorm to store dorm owned property. The college will provide blue tags, yellow tags, and bags to help with the cleaning process. The tags and bags will be delivered to the dorm lounge the week prior to Commencement. Each Dorm President is responsible for contacting the Dean of Students Office (DOS) to identify the list of study abroad students and students who are on leave of absence so the Dorm Presidents can be sure not to dispose of any of their belongings or contact DOS for guidance on how to proceed with belongings that have been left for more than two years.