

## **Attic Stock Turnover and Submission Request**

### **Overview:**

This process is to coordinate the step-by-step process to coordinate and turnover Attic Stock following a project of any type (construction, renovation, etc.).

### **What is expected as a part of Attic Stock submission**

- Items that are dedicated to a *specific location* on campus
  - 1-2% of non-standard items for each major construction project
- Items that have a limited life expectancy and are known to be needed for replacement
- First change of mechanical/HVAC filters

### **What will *not* be accepted as Attic Stock**

- Universal, commonly purchased items
- Construction or landscape materials left-over:
  - Items opened, partially used, or materials in any condition where the quality of the item is in question or makes it not suitable for issue
- Fluids of any type (paint, lacquer, etc.).
- Anything with a shelf-life of two-years or less
- Furniture of any type (mattresses, chairs, desks)

### Process for Coordinating Delivery of Items to the University of Chicago Facility Services

Step	Responsible Party
Provide a list of what will be transferred as Attic Stock to include how the Attic Stock is packaged and will be delivered i.e., pallet/skid, box, shrink-wrapped, etc. (see the <i>Attic Stock Submittal Form</i> info below and E-Mail list to: <a href="mailto:fs-inventory-orders@lists.uchicago.edu">fs-inventory-orders@lists.uchicago.edu</a> )	Group Requesting Storage
Verify via e-mail or phone that adequate space is available to receive and store everything on the <i>Attic Stock Submittal Form</i>	Facility Services, Inventory
Schedule delivery of Attic Stock to <b>5225 S. Cottage Grove Blvd, Chicago, IL</b> . If required, coordinate heavy equipment lift to unload (i.e., ensure fork trucks are available)	Group Requesting Storage and FS Inventory Department
Deliver Attic Stock to the Inventory Department	Group Requesting Storage
Sort and inspect each item. Damaged or partially used (open) items should be set aside for review.	Inventory Department
Label per Attic Storage guidelines to include the date the material was delivered.	Inventory Department
Every (12) months all Attic Stock will be evaluated for frequency of issue. Applicable building staff will be contacted to determine continued storage or need.	Inventory Department
Unique, difficult to source Attic Stock items may be stored for extended periods of time with coordination (i.e., beyond a year).	Building Engineer/Shop Lead & Inventory

### Attic Stock Submittal Form information

Below are the minimum columns and information required for Contractors or Project Managers to submit an Attic Stock request to Facility Services Inventory Department ([fs-inventory-orders@lists.uchicago.edu](mailto:fs-inventory-orders@lists.uchicago.edu) )

Project/Building Name

Project Completion date

Line-Item Descriptive Name of Attic Stock (i.e., tile flooring, 2x2, 10 sq yds.)

Unit of Issue

Quantity

Manufacturer Info and/or color-match info for paints, tile, fabrics

Part Number (if known)

Comments and Notes

Project/Building Name:

Project Completion

Date:

Line-Item Description	Unit of Issue	Quantity	Manufacturer Info	Part Number	Comments / Notes