



## UNIVERSITY APARTMENTS STORAGE POLICY

Attached are your “Property Identification Labels” for items that you leave outside or in other public areas. The University Apartment Storage Policy outlines what items are allowed to be left outside in summer and in winter months.

### **The goals of the policy are to:**

- ❖ Comply with City of Madison Fire Marshall regulations
- ❖ Keep buildings and grounds clear of safety or health hazards
- ❖ Keep “clutter” to a minimum
- ❖ Prevent damage to buildings and to the natural environment

The current storage policy was developed by a team of University Apartments staff and representatives from the University Apartments Assembly, with advice from the City of Madison Fire Marshall.

The policy also outlines the procedure followed by staff in “tagging” and picking up personal property that is either stored or abandoned outside or in public areas. One very important part of the storage policy is the requirement that all personal items kept in public areas have a Property Identification Label for the current year. Replacing the labels each year helps the University Apartments staff locate and remove unsafe or abandoned items from our community, and can also help identify your items in case they are lost.

It is imperative that property stickers be attached in order to contact residents should outdoor property need to be moved.

If you need more labels, you can get them from the Community Center. There is no charge for additional labels. When an item does not have a current label, University Apartments staff will know that it does not belong to a current resident and can be removed and discarded after 30 days if not claimed.

### ***Why does the University Apartments storage policy exist?***

Storage space is very limited in University Apartments, and residents often find that they need more than is available in their apartments and assigned storage locker. A policy was developed that allows for the storage of personal property in public areas within the complex, with certain restrictions.

The standards established by this policy help:

- Protect you and the rest of the community from safety hazards and health hazards.
- Prevent damage to the buildings and natural environment
- Keep the complex a pleasant place to live
- Increases the efficiency of our Apartment Facilities staff

### ***Storage***

Any item left unattended in a public area is considered “stored.”

### ***Public areas***

Examples of public areas are building entryways, indoor hallways, stairwells, laundry rooms, buildings exits, fire rescue platforms, staircase landings, sidewalks, lawns, and parking areas.

### ***Approved/Unapproved***

There are many examples of items approved for storage in public areas in this policy. The complete storage policy (on file at the University Apartments Office) has a full list.

### ***Property Identification Labels***

These self-adhesive labels are provided free of charge, and a new set of labels is issued July 1<sup>st</sup> of every year. Every item stored in a public area must have a current label. Lost or stolen property is easier to identify and recover when it is properly labeled and you have kept a written record of all items. Placing a label on an unapproved item will not prevent the item from being removed if it is stored incorrectly. Extra labels are available at the University Apartments Office. All labels must have the resident's apartment number on them. Be sure to check labels to ensure they are still affixed.

### ***What storage areas are available in University Apartments?***

Personal belongings may be stored in your apartment and assigned storage locker unless prohibited by your lease. Items may be stored in public areas in accordance with the guidelines in this policy. If you need additional storage, you may want to consider renting a storage space from a private storage facility. Look in the Yellow Pages of your phonebook under "Storage-Household & Commercial" for a list of companies that rent storage space.

### ***Who is liable for loss or damage to property stored in public areas?***

Responsibility for damage or injury caused by unapproved item or items improperly stored lies solely with the owner of the items. The Division of University Housing, its staff, and affiliates accept no liability for such incidents. Furthermore, University Housing is not liable for any damages or loss of items that may occur in the process of enforcing this policy.

### ***What are the general guidelines for public storage?***

- Store only approved items in public areas. See guidelines for year-round, winter, and summer storage of specific items.
- Mark approved items stored outside with a current Property Identification Label with apartment number.
- Keep hallways and stairwells clear. The only item approved for storage in a hallway is a welcome mat (with a nonslip backing) placed in front of your door.
- Keep all windows and doors unobstructed. Leave a 3-foot wide access path on second-floor landings in the 700s, 800s, and 900s.
- Place items away from shrubs or other plantings
- Do not hang objects from railings or balconies.
- Move toys, bikes, and other personal items off the lawn on "mowing day." Mowing day is announced in *This Week in the Community* at the beginning of the mowing season.

### ***What is the procedure for marking items with Property Identification Labels?***

Place a label on each item approved for public storage as you set it outside. Be sure to put the label where it can easily be seen. It is okay to put a new label over an old one. If you need more labels, you can get them (free of charge) from the University Apartments Office. You will need to have a photo ID with you.

We recommend that you keep a record of all personal items stored in public areas.

***What happens to personal property stored outside that is not marked with a Property Identification Label?***

If an approved item is not marked with a current label, staff will first place a warning tag on the item as a reminder to the owner. A notice may also be placed at the mailbox or common area hallway nearest to the location where the item was found. If the item is not labeled after two days, Apartment Facilities Office staff will assume it is abandoned and may remove it. If an item is improperly stored, Apartments Facilities Office staff will need to remove it, even if the item is labeled with a current Property Identification Label.

***Will items always be tagged with a warning before being removed by staff?***

No. Although the usual procedure is to place a warning tag on items without a current label, University Apartments staff may remove, at any time, an item which could cause a safety or health hazard. In other words, staff may remove non-approved items improperly stored at any time. They will also respond to complaints from neighbors about excessive clutter and may remove items without warning in some instances.

***Can improperly stored items that are removed by staff be reclaimed?***

In most cases, yes. If an item is broken or assumed to be trash, it will be discarded. Indoor furniture found outdoors will be discarded—not stored—because of the potential for animals and insects to nest inside of these items. Other items will be held for 30 days and discarded after that time period, according to University Apartments policy. Come to the Apartment Facilities Office (262-2037) to claim items that have been removed. Please bring the removal notice stub that was posted by the mail box or common area hallway if you can.

When you come to the Apartment Facilities Office to claim personal items, you will be asked to provide some form of identification and sign for the item(s). **There will be a \$5 charge for each item that you claim.** This represents a portion of the cost involved in picking up improperly stored items. You will not be asked to pay at the time you claim your item. Instead, you will be billed with your next rent payment.

***Items that are not approved for public storage.***

***What personal belongings may not be stored in public areas?***

Certain items are not allowed in public areas because they may cause safety or health hazards, create an unpleasing environment that does not meet community standards, or interfere with staff efforts to care for the buildings and lawns.

***Indoor furniture (couches, sofas, futons, mattresses, chairs, etc.)***

Indoor furniture that is left outside will be treated as if it were abandoned property. Because of the risk of the spread of rodents and insects, abandoned furniture cannot be stored by Apartment Facilities. Instead indoor furniture that is picked up outside will be thrown away, NOT held for 30 days. NOTE: The only outdoor furniture allowed is folding lawn chairs and plastic resin stacking chairs designed for outdoor use. These items are approved for public area storage April 1 - October 1 only.

***Charcoal, starter fluid, chemicals, garden tools.***

These items must be used with caution. For safety reasons, they should not be stored in public areas. Garden tools should be stored at the gardens or in your storage locker.

***Shoes, boots, book bags***

We understand that it is custom or habit for many residents to slip their shoes off at the door before entering their apartment: however, the City of Madison Fire Codes prohibit the storage of any kind of footwear in hallways or

apartment entryways. These small items could easily trip someone who is trying to escape from fire or smoke, and they could get in the way of fire fighters and their equipment.

### ***Sports equipment***

Tennis rackets, baseball bats and gloves, hockey sticks, skis, golf clubs, etc. are not considered toys and may not be stored in public areas.

Boats, canoes and kayaks need to be stored in Lot Z in a parking stall or on the canoe rack. Items must be registered with the front office and display a current property sticker. They should be locked to the rack so they are secure and not damaged.

### ***Items approved for public storage: all year***

#### ***What personal belongings may be stored in public areas?***

Certain personal items may be stored in public areas provided that they have a current Property Identification Label on them and are on the list of approved items. Some items are approved for public area storage only during certain seasons. See the lists of approved items below.

#### ***Barbecue grills***

Hot grills must be placed at least four feet from the building and attended by an adult until the coals are cooled. After they have cooled they must be removed from the grass area to be stored. **Do NOT grill on second floor landings in the 700s, 800s, 900s- this is a serious fire hazard.** Propane tanks must be stored outdoors, but charcoal, starter fluid, and matches may not.

#### ***Bicycles***

Bicycles must be placed in bicycle storage racks provided. We recommend the use of a strong lock. You may also store your bicycle in your apartment or storage locker. All bikes must have a current property sticker with the apartment number on it.

Bicycles may be locked to the railings on the second-floor landing in the 700s, 800s and 900s apartments in Eagle Heights, provided there is a 3-foot wide path from the apartment door to the stairs.

**DO NOT lock bikes to stair hand railings** as these railings are provided for people's safety and must not be obstructed. Also, do not lock bikes to posts, trees or picnic tables.

#### ***Mopeds***

Mopeds may be parked in the front part of your assigned parking stall (curbside), provided the area occupied by the moped and the car does not exceed the length of the stall striping. Mopeds may not be stored near the buildings because of fire regulations.

#### ***Bird feeders***

Bird feeders may be attached to windows with a suction-cup. They may be hung from trees as long as the bottom of the feeder is 7 feet off the ground, allowing people to walk safely under it.

#### ***Strollers***

Strollers may be stored on the concrete apron that surrounds the buildings or on the second floor landings in the 700s, 800s & 900s, provided that there is a 3 foot wide access path between your door and the stairs. Strollers (even when folded) may not be left in hallways or locked to a post, tree, stair hand railing or picnic table outside.

### ***Tents***

Tents may be set up temporarily on the lawn, but they must be moved every 24 hours to prevent damage to the grass and taken down on mowing days.

### ***Tricycle, wagons, and similar wheeled toys***

Tricycles, wagons, and similar toys may be stored on the concrete apron that surrounds the buildings or on the second floor landings in the 700s, 800s & 900s, provided that there is a 3 foot wide access path between your door and the stairs. Do not leave children's wheeled toys or other large toys in the grass areas, sidewalks or in the hallway.

### ***Volleyball/badminton poles and nets***

Volleyball and badminton poles and nets may be set up temporarily on the grounds, but they must be moved every 24 hours to prevent damage to the grass and taken down on mowing days.

## ***Items approved for public area storage: Summer only (April 1 - October 1)***

### ***Children's toys***

Children tend to leave toys all over. It is the parent's responsibility to see that toys are stored properly. All children's toys need to have a property sticker on them, and we especially recommend that you place labels on large or valuable toys. Your help in cleaning the lawn prior to mowing day will be greatly appreciated: place all toys into the sandbox or take them inside your apartment to make it easier for staff to care for the grounds. Sandbox toys need to be removed by October 1 so leaves can be removed.

### ***Children's play equipment***

Plastic slides, picnic tables, and other play equipment (such as those made by Little Tikes, Step1, etc.) may be stored on the concrete apron that surrounds the buildings or on the second floor landings in the 700s, 800s, & 900s, provided that there is a 3 foot wide access path between your door and stairs. They cannot be left in the grass area.

### ***Lawn chairs***

Folding chairs and plastic resin stacking chairs designed for outdoor use.

### ***Swimming pools***

Children's swimming pools may be set up on the lawn, but must be moved every 24 hours to prevent damage to the grass and moved off the grass on mowing days. For safety reasons, pools filled with water must always be attended by an adult. **Staff will empty and remove any pool that is left unattended.** We recommend no rigid pools. The inflatable and collapsible pools are easier to store during the winter. All pools must be stored inside by October 1.

### ***Potted Plants***

Potted plants that do not bear vegetables and are not edible may be placed in containers on the concrete apron surrounding the apartment buildings. Please do not block walkways, doorways and/or place plants on Emergency Access Landings.

If you enjoy gardening, garden plots are available in the Eagle Heights Gardens. For information on how to obtain a plot, see the “Getting Involved” section of your resident handbook or visit this Web site: [www.sit.wisc.edu/~ehgarden](http://www.sit.wisc.edu/~ehgarden). Garden hoses must be stored inside by October 1 for possible freezing of water lines. Any and all plants located outside the apartment building need to be in plastic movable pots.

***Items approved for public area storage: Winter only (October 1 – April 1)***

***Sleds, toboggans, snow shovels***

These are the only winter-type items that may be stored outside during this period. Do not store snow toys or snow shovels in hallways, as this is a safety hazard.

***Snow Removal Reminders:***

Large snow removal equipment is used to remove snow from sidewalks and the first floor common areas in the 700s, 800s and 900s. Keep personal items stored as close to the building as possible to prevent them from being damaged by the equipment and from damaging the equipment.