Friends,

Please read through the below in relation to storage options on campus. This is another long email, but all important details.
Again, feel free to forward to parents or others who are helping with your move-out plans.

There are some important changes to note, so please read through carefully:

**DORM STORAGE PHASE-OUT:** The College will be permanently ending dorm storage at the beginning of Fall 2015. This will be a two-year phase-out process, and we will work with students over the next year to identify a plan that will help support students who may still need storage (such as int'l students and west coast students). In the Fall term, we will invite interested students to take part in these planning conversations.

**CLASS OF 2013:** Storage is only available for current undergraduate students. Unfortunately, this means that students who are graduating may not utilize any of the storage options.

**DANA and HALLOWELL CONSTRUCTION:** Storage in Dana and Hallowell will be closed at the end of Spring 2014 in preparation for new dorm construction. As such, if you are going abroad for an entire year or taking a leave of absence, and for any reasons do not plan on being on campus in the Spring of 2014, please do NOT store your items in DanaWell. These rooms will be emptied at the end of NEXT year, so if you put your stuff in there and then leave for two terms, your items will be thrown away at the end of next year. We can help avoid this with a little planning...if you will be away, do not use DanaWell storage.

**STORAGE OPTIONS:** There are several storage options available. Please click on the below link for information about each option:

**SECURE STORAGE:** [http://www.swarthmore.edu/student-life/housing/secure-storage.xml](http://www.swarthmore.edu/student-life/housing/secure-storage.xml)

**DORM STORAGE:** [http://www.swarthmore.edu/student-life/housing/dorm-storage.xml](http://www.swarthmore.edu/student-life/housing/dorm-storage.xml)

**SWARTHMORE PRIVATE STORAGE:** [http://www.swarthmore.edu/student-life/housing/other-storage-options.xml](http://www.swarthmore.edu/student-life/housing/other-storage-options.xml)

**DORM STORAGE LOCATIONS and OPENINGS:** Please contact the building RAs for information about how to access dorm storage. Storage is first-come, first-serve so please plan...
ahead. Make sure to clearly label all of your boxes with your full name and class year. All storage is store at your own risk; no insurance is provided for items placed in dorm storage. I cannot stress enough...please plan ahead!!

**STORAGE SCHEDULE:**

The Spring move-out Secure Storage schedule is:

- Friday, May 10th  11am-1pm
- Sunday, May 12th  11am-1pm
- Tuesday, May 14th  11am-1pm
- Friday, May 17th  11am-1pm
- Sunday, May 19th  11am-1pm

**BIKE STORAGE:** Please do not leave your bike attached to one of the outside bike racks. Campus grounds work may mean that we need to move bike racks over the summer, so we need the bike racks to be cleared before students leave. If needed, please store (and lock) your bike in one of the inside bike storage rooms (Mary Lyons or Parrish basement bike storage). Don't forget...storage is always first come, first-serve....so ML porch may be your best bet.

**PROHIBITED STORAGE ITEM #1:** There are certain items that must absolutely not be placed in dorm or secure storage. Do not store anything that is edible...including spices, tea, coffee, candy, boxes of milk (true story...you'd be surprised what we find). Anything with a scent or that is edible will attract pests...you will come back to find that mice or roaches have made a home in your storage container or box. Seriously. I can't stress this enough...do not put anything in your box that is edible. (Instead, donate any food or beverage item to the Trash2Treasure students)

**PROHIBITED STORAGE ITEM #2, 3, 4, 5...:** Other items that absolutely cannot be placed in dorm or secure storage include FURNITURE (futons, chairs, beds, etc.), area rugs, floor lamps, large musical instruments, etc. Basically, anything that is not in a regular sized storage box or container should not be stored. *If you place these items in storage they will be removed and donated to Trash2Treasures, without any further notice.* The storage of prohibited items has gotten a bit out of control over the past few years, and it is a means of egress issue (and takes up precious space that other students could be using). Just don't put these items in storage....they will be donated or thrown away if you do. If you have these large items and don't know what to do with them for the summer, find a friend who is living in non-College owned housing this summer and ask them to hold them for you this summer. Got a friend in an off-campus apartment? They might love to use your futon for the summer...
**NO ITEMS ON THE FLOOR:** Items in dorm storage should only be placed on shelves. Items should not be placed directly on the floor of the storage rooms (as this is a means of egress issue and it puts your items at risk for mold if the room were to flood). We will be checking the room shortly after move-out and will remove and throw away/donate any items placed on the floor, so please help us by storing your items properly. If you do use dorm storage, you can help us by pushing your items to the back of the shelf when you store them; this will help ensure that as many students as needed can use the storage rooms. Items improperly stored are subject to being thrown away or donated. Once a storage room is full it will be closed to students; to help us make use of as much space as possible, please be judicious in how you store things.

thanks,
Rachel