

Jefferson Lab Storage Request

Requestor _____ Original Storage Date _____

Division _____ Department _____ Expiration Date _____

Project _____ Duration of Storage Required _____

Purpose and/or Future Use of Item(s) _____

Required Preventative Maintenance While in Storage _____

Required Storage Condition (Inside/Outside, AC/Heat, etc.) _____

Any Stored Energy in this Equipment? (Gas Pressure, Electrical Charge, etc.) _____

If so, List the Hazards and any Special Safety and Storage Requirements _____

Any Radiological or Chemical Contamination? (Radiation, Asbestos, PCB, etc.) _____

Note: Contaminated Property Cannot be Stored Off Site or Mixed With Uncontaminated Property

Storage Number	Qty	Description	Property Tag	Value

Requester Signature _____ Date _____

Approved by _____ Date _____
Print Name
Division Director Signature

Reviewed by _____ Date _____
JLab Property Officer

Approved by _____ Date _____
Director of Facilities Management

 Materials Received by _____ Date _____ Location _____ Rec. # _____