

**UNIVERSITY OF WISCONSIN-MADISON
FACILITY USE GUIDELINES**

SUBJECT: Storage of Materials Outside Buildings and Temporary Utility Hook-ups

POLICY OF: Facilities Planning and Management, Physical Plant

DATE: July 2005

BACKGROUND

Facilities, Planning and Management (FP&M) staff are responsible for maintaining a safe and pleasant appearance of outdoor areas on campus. The following guidelines are intended to provide direction on where and how *materials* may be stored outside of buildings and how *temporary utility hook-ups* are to be managed.

In general, storage of materials outside of buildings is to be in designated *outdoor storage compounds*. Under limited circumstances *temporary storage* may be required outside of storage compounds. Owners of material or equipment temporarily stored outside of designated compounds should consider providing enhanced security since it is more vulnerable to theft or damage and may not be covered by University insurance.

This guideline does NOT cover designated parking areas under the management of Transportation Services, nor does it supercede any parking regulation.

This guideline does NOT cover outdoor amenities (as managed by FP&M departments) such as picnic tables, bicycle racks, planters, waste receptacles and ash urns.

This guideline does NOT apply to areas within a designated construction site under the management of the Division of State Facilities.

GUIDELINES

1. Temporary storage of materials outside of buildings may occur only under the following conditions:
 - a) Storage is on *hard ground surfaces* only.
 - b) Storage area has been designated and approved by Physical Plant Director (or designee).
 - c) Materials are arranged in a *safe and orderly* manner.
 - d) Storage of materials does not harm turf, trees or other landscape materials.

2. Installation of temporary utility hook-ups outside of buildings may occur only under the following conditions:

- a) Utility installation does not harm turf, trees or other landscape materials. Trees and shrubs may NOT be used to anchor utilities.
- b) Installation of utilities is performed by Physical Plant staff or under the direct supervision of Physical Plant staff.
- c) Installation is safe and orderly.
- d) Installation complies with all appropriate regulations.

3. Definition of terms:

Materials: Examples of items covered by this definition include, but are not limited to, vehicles, research equipment, building materials, construction debris, and portable toilets. If items are designated as surplus, it is requested that SWAP (262-2408) be notified. If items are not suitable for SWAP, call Waste & Recycle (262-1324) for expeditious removal.

Temporary utility hook-ups: Examples of items covered by this definition include, but are not limited to, equipment and support structures necessary to provide electrical, water, cable television, and telephone service to a special event. In general, all temporary utility hook-up materials must be removed within 24 hours of the conclusion of the special event.

Outdoor storage compound: An area approved by FP&M as a permanent site for material storage. Ordinarily this requires a fence or similar barrier to maintain public safety and an aesthetically acceptable appearance.

Temporary storage: A time period not to exceed 48 hours. If storage requirements exceed 48 hours, material must be transferred to an outdoor storage compound.

Vehicles: Examples of items covered by this definition include, but are not limited to, cars, trucks, boats, trailers, rider mowers, motorized construction equipment, aerial lifts, bicycles, mopeds, and motorcycles.

Hard ground surface: Examples of items covered by this definition include, but are not limited to, concrete, asphalt, packed gravel, pavers, or approved ground protection mat.

Safe and orderly: In general, a condition is “safe and orderly” when it meets the following criteria:

- a) Does not pose an “attractive nuisance,” to children
- b) Is not likely to result in a tripping hazard
- c) Complies with provisions of the Americans with Disabilities Act
- d) Materials are organized in a neat and professional manner.