



# Standard Practice for Moveable Property Storage<sup>1</sup>

This standard is issued under the fixed designation E2715; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## 1. Scope

1.1 This practice defines the physical protection and control of moveable property in storage locations.

1.2 Generally, organizations should establish and maintain control of moveable property through means of storage in a manner that will strike a balance between cost of storage and the degree of protection necessary to mitigate the risk of loss, damage, or destruction.

1.3 This practice covers moveable property as defined in Terminology E2135.

1.4 This practice is applicable and appropriate for all moveable property-holding entities as defined in Practice E2499.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2. Referenced Documents

2.1 *ASTM Standards:*<sup>2</sup>

E2135 Terminology for Property and Asset Management

E2221 Practice for Administrative Control of Property (Withdrawn 2011)<sup>3</sup>

E2499 Practice for Classification of Asset Physical Location Information

## 3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology E2135.

3.1.1 *high risk property, n*—property either regulated by law (for example, pharmaceuticals, medical supplies, firearms and

ammunition, hazardous materials/waste) or in any way is potentially dangerous to public health or security.

3.1.2 *location, n*—site, locale, point, position, or coordinate where individually identified moveable property is stored in a single location (for example, rack, shelf, or enclosed area), usually in a designated, authorized storage area or other environment.

3.1.3 *protection, n*—safekeeping of moveable property in the work requirements as it relates to safety, cleanliness, handling, and maintenance to prevent damage, destruction, theft, or deterioration.

## 4. Significance and Use

4.1 Provide for the physical protection and control of moveable property in storage/warehouse locations, and ensure best value while avoiding undue risk.

4.2 This practice establishes a standard approach to storage and warehousing of moveable property.

4.3 It is the intent of this practice to provide guidance for an effective and efficient system in the storage of moveable property. Entities adopting this practice shall establish entity specific policies or procedures, or both, implementing this practice.

## 5. Storage Methodology

5.1 An entity shall determine the appropriate cost effective level of physical location information to maintain and communicate in support of the mission of the organization.

5.1.1 It includes all moveable property regardless of ownership or the acquisition methodology used to acquire the item.

5.2 Moveable property in a storage/warehouse location should be identified to indicate ownership.

5.3 Moveable property is stored in an orderly manner to preclude hazards to personnel or property. Moveable property is stored so as not to obstruct access to exits.

## 6. Usage Protection and Preservation

6.1 The entities shall provide for:

6.1.1 Safeguarding and protecting moveable property against, fire, deterioration, effects of weather or contamination, and all other preventable environmental effects, regardless of the type of storage used, either exposed or covered. The

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<sup>2</sup> For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

<sup>3</sup> The last approved version of this historical standard is referenced on www.astm.org.

moveable property, when required, shall be suitably prepared and packaged against elements that cause damage or deterioration or both.

6.1.2 Protecting exposed metal surfaces against oxidation.

6.1.3 Protecting electrical connectors against damage, as required.

6.1.4 Efficient and effective utilization of storage space.

6.2 *Housekeeping*—All storage areas, either covered or exposed, are to be kept in a clean, neat, and orderly condition at all times. Special care shall be taken to identify and eliminate fire hazards, pallet overhang, and other practices that could lead to personal injury or property damage or both.

6.3 *Protection from Theft or Pilferage*:

6.3.1 The designated storerooms, storage areas, and warehouses shall be limited in access to only authorized personnel, adequately enclosed, and properly secured or locked when not in use.

6.3.1.1 Sensitive items should receive special attention, and be more securely stored and controlled to preclude pilferage and theft.

6.4 *Fire Protection*—Proper safeguards shall be in place to be consistent with site locations and the type of moveable property being stored. These safeguard(s) include adequate, accessible, and readily available fire-fighting equipment, fire extinguishers, sprinkler systems, and alarms. Personnel should be trained in the use of basic fire-fighting equipment located within their work area.

6.5 *Protection from Flood or Water Damage*—All storage or warehouse areas shall meet minimum requirements to ensure that they are structurally sound and capable of withstanding the elements. This protection also requires that moveable property not be stored directly on the ground or floor but on pallets or

within bins. Items specifically designed to come in direct contact with the floor such as those items with wheels, casters, mounts, and so forth will not require additional protection.

6.6 *Moveable Property Requiring Special Handling*—The entity shall comply with local, state, and federal laws and with contractual and insurance requirements for safety, storage, and security of moveable property as applicable.

6.7 *Control*:

6.7.1 Stored moveable property shall have clear and visible identification.

6.7.1.1 The entity shall maintain a locator system for timely retrieval or movement or both.

(1) Moveable property shall arrive for storage with the appropriate internal documentation as well as requested or reissued moveable property. Records shall be maintained in a property locator system.

6.7.1.2 Documentation should be clear and accurate for audit trail purposes.

6.7.1.3 The physical location record should meet Practice **E2499**.

6.7.1.4 Control of moveable property should meet Practice **E2221**.

6.7.1.5 Limited access areas shall be locked and secured to prevent unauthorized personnel from entering area(s) without an authorized escort.

6.7.1.6 Control of high-risk property shall meet all federal, state, and local regulations and entity requirements.

## 7. Keywords

7.1 equipment; moveable property; preservation; property; protection; special access; storage; storage area; tangible property; warehouse

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