

HMRI Additional Storage Application Form



Please complete all fields, then print and sign this form.
Completed forms can be scanned and **emailed** to fm@hmri.com.au
or **faxed** to (02) 4985 5909.

Hunter Medical Research Institute - Additional Storage Application Procedure

- Compactus units located on Level 1 provide:
 - Fireproof Document Storage** (each bay lockable - unique key access by bay - space allocated by BAY)
 - General Storage** (bays not lockable - space allocated by SHELF - access to items stored in this compactus is managed through the HMRI Facilities Management team).
- Local Secure Storage** (each bay lockable - unique key access by bay - space allocated by BAY).
Local Secure Storage on Levels 2 East, 2 West, 3 East and 3 West are available **only** to groups located in these areas.
- Please assess your user group's compactus storage requirements (by lineal metre) and make a selection from the options below, indicating how many shelves or bays of storage you are applying for, and in which compactus units.
- Allocation of storage will occur once the needs of all user groups are known.

Please note: Storage on site is finite. Whilst every attempt will be made to accommodate each request, HMRI cannot guarantee to service all storage needs at the levels requested.

Storage Conditions:

- Only one storage request per user group will be accepted.
- HMRI Security Services will hold the master key for all storage units.
- Groups will conduct an annual audit of their allocated storage areas to identify ongoing requirements, and on completion will notify HMRI Facilities Management on the outcome of the audit.
- Allocated storage areas expire and will be re-assessed annually, to accommodate those on waiting list.

I have read, understood and agree to comply with these conditions of storage:

Signed: _____ Date: _____

Applicant - Full Name:

(First or Given Name) (Middle Name) (Last or Family Name)

Email Address:

Position Title/Description:

User Group:

Storage type sought:

<input type="checkbox"/>	1401 - Fireproof Document Storage - Lockable By Bay Shelves: [W]1050x [D]400 x [H]300mm* 7.35 lineal metres per bay 7* levels per bay	Bays Required:	<input type="text"/>
<input type="checkbox"/>	1401 - Fireproof Document Storage - Lockable By Bay Shelves: [W]900 x [D]400 x [H]300mm* 6.3 lineal metres per bay 7* levels per bay	Bays Required:	<input type="text"/>
<input type="checkbox"/>	1509 - General Storage Shelves: [W]900 x [D]450 x [H]300mm* 0.9 lineal metres per shelf 7* levels per bay	Shelves Required:	<input type="text"/>
<input type="checkbox"/>	2111 / 2421 / 3111 / 3421 - Local Secure Storage - Lockable By Bay Shelves: [W]900 x [D]400 x [H]300mm* 6.3 lineal metres per bay 7* levels per bay	Bays Required:	<input type="text"/>

* 7 levels per bay is based on [h]300mm spacing between shelves. Adjustable shelving could also, for example, be configured with 5 levels spaced at [h]350mm.

Facility Management - Office Use Only

- Approved Referred to HMRI Management Committee Rejected _____
 Special Circumstances On prioritised wait list
 Receipt confirmation sent

Form: FM-STGE-001-Rev1