

# Summer Storage Guidelines

## Smith - Traber Hall

**Wheaton College is not responsible for theft, loss, or damage of any items stored in campus housing storage areas. Also, all items must be removed from storage within the first two weeks of the fall semester. Unclaimed belongings will be sold, donated, or thrown out.**

### Basic Information

Allowable number of boxes:	4
Box size limit:	26"x20"x20"
Box weight limit:	70 lbs.
Bike storage?	YES
Garment bag storage?	YES
Personal furniture storage?	NO
Storage hours:	Mon.-Fri. of finals week during specific advertised times

### Specific Information

#### **HOW:**

All belongings must be packed and labeled so that they could be shipped "as-is" to your home if you do not return to school. Therefore, all belongings must be:

- \* Packed in trunks or boxes sturdy enough for shipping. (No plastic bins!)
- \* Properly sealed with shipping tape. (**No duct tape**)
- \* Clearly labeled with your name and permanent mailing address.
- \* Placed on a shelf so that your name is visible without having to move the box

Other Storage guidelines:

- \* Refrigerators will be counted as one of the four boxes. Any refrigerator not boxed and labeled will not be shipped to the student if he/she does not return for any reason.
- \* Furniture is not allowed to be stored.
- \* **Students may not store items for others**
- \* Do not pack liquids since they may explode and spill.
- \* Bikes and garment bags will not be shipped to you should you not return to school. You will need to make other arrangements to get those items.

#### **QUANTITY:**

Due to our limited space, each student is allowed the following number of items:

- \*One (1) garment bag
- \*Four (4) boxes, trunks, or combinations of these not to exceed four (4)

#### **WHEN :**

Storage rooms will be open and supervised during specific hours during finals week, and only during these hours, so please PLAN AHEAD. These times will be publicized throughout the building by the end of April.

#### **WHERE:**

- o TRABER RESIDENTS must bring items to the basement storage area of Traber during storage room hours. Please store your belongings in the section of the floor that you currently live on.
- o SMITH RESIDENTS must store items in the designated areas of Smith storage (in your current room number space).

#### **BIKE STORAGE:**

- o **Bikes must be labeled with your name and hung on a hook in Smith Storage.** Any bikes not on a hook in Smith storage will be discarded

*Bikes in the storage room that are not registered for summer storage by the last storage hour slot will be confiscated. Bikes left on the racks outside after everyone leaves will also be confiscated*