GUIDELINES ON STORAGE AT EXTERNAL WAREHOUSE

1. Items for Storage at External Warehouse

1.1 Items which cannot be discarded at this juncture and may only need to refer to very infrequently later.

1.2 Storage space presently not available for such items in the office.

2. Packing of Storage Materials in Carton

2.1 All items are to be stored in standard carton measuring 416mm x 324mm x 298mm provided by Freight Links Express Achivers Pte Ltd (FLEA).

2.2 The storage charge is on per carton basis and hence each carton should be packed to its full capacity to derive the maximum benefit.

2.3 The content in the carton should be properly reflected in the label in accordance with item 3 below for future reference.

2.4 For items to be packed into a box designated for "project related materials", the following are to be observed:

(i) Items related to the same service of a project to be packed into one box, where possible. If these items are unable to fill up the carton, add in items of other services of the same project to make up a full box.

(ii) Where all the items of a project are unable to fill up one box, combine with items from other project(s) to make up a full box.

(iii) All drawings of A3 size and above would need to be folded for storage in the box.

(iv) In all cases, internal inventory list to be provided to further record details of content in the box for subsequent reference.

3. Label on Carton

3.1 Labels to be provided in 3 broad categories; viz.,

(i) Project related

(ii) Admin related

(iii) Account & HR related

3.2 Each label is limited to 15 alpha-numeric charactors.

3.3 Labels for boxes containing project related materials

(i) Project No-*Content-Box No

e.g. 1001-*MS-001
(*allocation by EL)

(ii) Internal inventory should be provided for "content" to facilitate subsequent identification of items stored in each of the cartons.

(iii) Box nos allocated need not be cumulative for different projects.

3.4 Labels for boxes containing admin related materials

ADM-Content-Box No

e.g. ADM-IES-001

3.5 Labels for boxes containing account & HR related materials

ACHR-Content-Box No

e.g. ACHR-AECGL-001

4. Procedure for Requisition of External Storage and Retrieval

All requisition should be made thru EL or SL in prescribed forms (see attached).

5. Record of External Storage

All records of external storage should be kept and maintained (updated) by EL, which will be computerised in due course.

6. Reminders on External Storage

6.1 The storage cost for one carton is $0.55 per month and this is a recurrent cost which will last for years.

6.2 FLEA charge $2.00 for collection of each carton from our office to store subject to a minimum charge of $20.00 per trip. Hence requisition of external storage should only be made if a minimum of 10 cartons is ready for external storage.

6.3 For subsequent retrieval of stored material for reference/disposal, FLEA will levy the following charges:

(i)	Standard retrieval	:	$2.00 for each carton subject to a minimum of $20.00 per trip.
(ii)	Urgent retrieval (in 4 hours)	:	$7.00 for each carton subject to a minimum of $40.00 per trip.
(iii)	Self collection/ site review	:	No charge

6.4 Check with any of the Directors in case of doubt.

REQUISITION FOR EXTERNAL STORAGE & RETRIEVAL

Request by: _____ Date: _____
(Name & Signature)

1. External Storage

New Carton(s) ☐ Existing Carton(s) ☐

Items to be stored

Item	Project	Carton Label/No

When storage required: _____

2. Retrieval from External Store

Standard Retrieval ☐ Urgent Retrieval ☐ Self Collection/ Site Review ☐

Items to be retrieved

Item	Project	Carton Label/No

Reason for retrieval : _____

_____

When retrieval required: _____

Approved by : _____ on _____
(Name & Signature)