TULANE UNIVERSITY

SUMMER STORAGE GUIDELINES AND INFO

- All boxes/plastic bins going into storage must have first and last name, phone number and student ID DIRECTLY ON THE ITEM, no label.

- For all other items, labels should go on the sides, never the top or bottom. *We suggest two labels per item.*

- If there is an unlabeled item, we **will not** pick it up.

- All boxes, storage containers, plastic totes and bins must be closed and securely taped with no personal items being exposed.

- Any items that can be boxed, must be boxed or placed into a plastic bin, tote or storage bag. This means no loose items such as, tennis shoes, lamps, open faced drawers, etc.

- Items that are too large to fit into a box or storage container, such as, mini-fridges, chairs, TV's and furniture must be properly labeled. *Rugs and mattress pads must be rolled.

- Individual items stored outside of boxes and containers will be priced as their own item. Such as, brooms and Swiffer's. *For this reason, we do not suggest storing low cost over-the-door mirrors.*

- Any item outside of a box will be stored as is. We do not wrap these items in bubble wrap or cover them. *We suggest bubble wrapping TV's and covering mattresses/mattress toppers with wrap. You can purchase these supplies from Amazon.*

- All items must be placed in one area in the room separate from roommates' items. Keep all items **together** and do not place items in a closet or in the middle of the room. *We suggest placing all the items on the bed.*

These two types can have items inside as long as it does not exceed 50lbs.

This type must be empty. You CANNOT fill with items.

These types CANNOT be stacked IF they have items inside.

We allow them to be stacked 3 high ONLY if they are EMPTY.

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- Supplies will be available for pick up at the USS tent from 10:00am - 3:00pm outside of the McAlister Auditorium on the following dates:

  Monday, April 25th – Friday, April 29th

  Monday, May 1st – Friday, May 6th

  Tuesday, May 10th – Friday, May 13th

  (The tent will be closed Monday, May 9th)

NOTE: Pick-up dates will close 48hrs in advance unless time slot fills to capacity before then.

- On-campus students in a residential hall **will not** need to be present for pick-up. We will be picking up all storage items after all students have vacated campus.

- **Off-campus** students **will need to be present** for pick-up.

- An electronic pick-up ticket is sent to the student and billing email on file immediately following pick-up. **Please ensure to review this inventory ticket** as it will have the total number of items picked up along with photos and descriptions.

- Our price per item includes the pick-up, storage and delivery in the fall. **This is not a monthly fee.**

- We will reach out mid-summer for return information. We will verify all room assignments with the university to ensure accurate room assignments. Storage items will be delivered prior to student move-in. If you are returning earlier than the first full week of August, please contact our office.

- Students **returning off-campus will need to be present** or have someone available to accept delivery. Delivery date and times will be communicated mid-summer.