

MELBOURNE UNIVERSITY SPORT

CLUB STORAGE

PROGRAM AREA	FACILITIES
RESPONSIBLE	Facilities Development and Maintenance Coordinator
MASTER COPY LOCATION	U:\Staff\Facilities\Manual and Procedures\Storage Allocation\Club Allocation
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Melbourne University Sport

Club Storage

Introduction

Melbourne University Sport (MU Sport) manages several storage spaces on and off campus for affiliated sporting clubs and business units. MU Sport recognises the importance of providing storage for clubs such that they can safely and securely store key items of equipment required to deliver their activities. The purpose of this document is to outline a consistent procedure for the allocation, utilisation and management of storage spaces for sporting clubs within MU Sport buildings and grounds. This process has been developed to ensure that all storage spaces administered by MU Sport are always safe and accessible.

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1. Guidelines and Conditions of Use

The collaboration from all clubs and users is vital to the ongoing usability and safety of these spaces. Should a club fail to abide by the conditions set out in this document, MU Sport may act to remove or suspend the use of storage.

1.1 Communication

All enquiries related to storage requests should be directed to the Clubs Coordinator. Items related to maintenance, cleaning and repairs can be referred to Facilities and Maintenance.

Clubs Coordinator

clubs-coordinator@unimelb.edu.au

Facilities and Maintenance

facilities-sport@unimelb.edu.au

1.2 Principles and management

Facilities will manage all storage spaces to maximise efficient and safe utilisation. Facilities aim to provide safe storage spaces and deliver suitable spaces for stakeholder needs and requirements.

The following will be taken into consideration when allocating storage space to clubs:

- Training and/or competition location
- Equipment required for training and/or competition
- Level of manual handling involved
- Current storage allocation and suitability
- Alignment with MU Sport priorities

1.3 Usage

Only items necessary to a club's primary activities are to be kept in MU Sport provided storage spaces. Clubs are responsible for ensuring that:

- Storage spaces are always kept safe, clean and organised;
- That accessway, firefighting equipment and electrical switchboards are not obstructed by equipment or furniture.

Below is a list of guidelines on how to maintain a safe and compliant storage space:

- **General health and safety**
 - Do not store items above 2m;
 - Secure items leaned against walls;
 - Do not store items in front of fire extinguishers or hose reels;
 - Do not alter a space (ex. small internal layout changes). All works in a space must be approved and completed by MU Sport approved contractors;
 - Do not overload shelves;
 - Do not add or remove furniture without prior consultation with MU Sport;
 - Ensure a minimum 1m wide pathway is kept within rooms;

- Do not leave boxes or equipment in front of doors and access gates;
- If you need assistance moving heavy items, please contact Facilities and Maintenance;
- Report any damage to building equipment immediately via Reception or Facilities and Maintenance
- **Damage**
 - Damage to building equipment and installations must be reported immediately to Facilities
 - Minor damage and maintenance work to storage will be covered by MU Sport. Major storage upgrades will be considered as part of the Facility Improvement Program.
- **Security**
 - Do not replace existing padlocks. All padlocks and keys used to access storage must be supplied by MU Sport
- **Hazardous or Restricted Items**

In general, these are not permitted unless required to facilitate or support the delivery of the club's main activity and are approved by MU Sport;

 - Fuel and chemicals. MU Sport will maintain a register of clubs and items approved. Storage must comply with the following:
 - Stored in an appropriate container that is designed for fuel and/or chemical;
 - Fuel Containers to be stored in a flammable liquid cabinet (not in the bund);
 - Flammable liquids cabinets should be stored in a well-ventilated area with clear egress;
 - Not stored in enclosed spaces;
 - Keep the minimum volume required;
 - Dispose of unused or unwanted chemicals via the University's waste chemical service (Contact Clubs Coordinator); and
 - Some means of ensuring the area is secure to avoid unwanted access
 - Medication is only to be administered by a club doctor and meets the requirements for storage of that medicine.
 - Compressed gas/gas bottles. These items should be stored;
 - In well-ventilated areas;
 - In the upright position;
 - So that they are restrained by some means; and
 - Locked so they cannot be tampered with
 - Food and drinks (if storage is compulsory, a club must ensure that):
 - Not be stored with chemicals;
 - Stored in kitchen, whenever possible;
 - Better to use up all food rather than keeping it, if possible;
 - Need to be held in robust rigid containers so pests cannot get access;
 - Not kept past the expiry date; and
 - Treat food handling consumables and equipment the same (not with chemicals and in a clean, dry container)
 - Alcoholic Beverages

1.4 Access

Only club office bearers listed on Club Key List should be authorised to access club storage. All spaces should only be accessed for agreed purposes.

There may be times when clubs will not be permitted to access their storage allocation (i.e. during significant events or bookings where it would not be appropriate for other users to be in the facility). MU Sport will communicate when clubs cannot access their storage. If you require access to your storage space outside of the club's allocated time, please confirm that access is permissible with the Clubs Coordinator (2 business days in advance). Please see the Club Support Schedule and section 4 of this document for more information.

If club storage access impacts others (i.e. a spring clean that requires equipment to be placed outside storage or equipment returned after a club trip), the club should confirm first with MU Sport via the Clubs Coordinator.

1.5 Equipment Purchase

Where sporting clubs intend on acquiring equipment or applying for grants that require additional space or significant changes to existing space, such plans must be approved by the Clubs Coordinator before purchase or grant application. If a solution for the provision of additional space is not deemed feasible by MU Sport, the club shall not proceed with plans to purchase equipment until a storage solution is agreed upon; otherwise, storage of the items will become the club's responsibility.

1.6 Cleaning

Clubs are responsible for maintaining their allocated space clean and tidy. General rubbish is to be placed in bins provided throughout the facility. For the disposal of large items and/or large quantities, contact the Facilities Team who will manage the removal of items. MU Sport will provide a skip bin once a year for clubs to dispose of large unwanted items that cannot be restored or recycled. Clubs must also be aware of the following:

- Do not leave unwanted equipment or other items outside of your allocated space and/or behind bins. All items are to be appropriately disposed of in the bins provided.
- Do not leave unwanted furniture outside your storage space. If you identify pieces of furniture that are no longer required, please communicate this to the Clubs Coordinator.

1.7 Shared Spaces and Subleasing

Sharing of spaces may sometimes be deemed necessary to accommodate clubs with similar requirements or where a space can accommodate multiple clubs. Clubs that share spaces must ensure that:

- Members that have access to these spaces show courtesy and respect to other users by keeping the place clean and tidy and by not touching or moving items that do not belong to them;
- Any issues with these arrangements must be resolved between the parties. If mediation is required, contact the Clubs Coordinator.
- The Club shall not sub-let or allow one-off or ongoing use of any or all the storage facility or store equipment owned or used by third parties without the prior written permission of MU Sport.

Should a club fail to abide by these guidelines, MU Sport may act to remove or suspend the use of storage.

2. Storage Requests

Clubs will be allowed to formally request changes to their current storage arrangements during their annual strategic meetings or by contacting the Clubs Coordinator. Sport Development must support requests from clubs before being assessed by the Facilities team. The Facilities team will respond from receipt of a request within two weeks and communicate via email to all relevant parties.

3. Area Specific Information

The below sections provide more information on area-specific utilisation of MU Sport facilities:

3.1 Ernie Cropley Pavilion

Approved clubs have access permitted during booking times. Ad-hoc access requests should be directed to the Clubs Coordinator 24 hours in advance; otherwise, storage may not be accessible when the club does not have a booking.

3.2 Club Storage Cages (Nona Lee Sports Centre)

Clubs looking to access storage cages should do so via the Squash Courts hallway and not walk through Social Spaces A and B, where functions and events could be taking place.

3.3 East and West Stadiums Storage (Nona Lee Sports Centre)

Approved clubs have access permitted during booking times. Please check stadium availability with reception if you require urgent access to the club's storage space. Storage access may be denied based on stadium availability.

3.4 Tunnel Storage (Nona Lee Sports Centre)

Club members accessing the storage spaces located in the tunnel should be aware of the following:

- Access should not impede pedestrian and vehicle thoroughfares
- Fire hoses should not be used to wash equipment or vehicles
- Vehicle reversing should have a spotter; stop traffic when required; any prolonged period where there is potential traffic obstruction should be communicated to the Clubs Coordinator 48 hours in advance; and
- Do not park in the tunnel or in front of any other door/loading bay – only use designated parking bays.

3.5 Berkeley Street

Clubroom and storage spaces should only be accessed between 6am and 11pm (after-hours access permitted where club members seconded to assist emergency services). Please note that parking permits issued by MU Sport are not valid for this building. Users must comply with parking instructions and restrictions listed on traffic signs on the street.

3.6 Boat House

Clubroom and storage spaces should only be accessed between 5am and 11pm (Monday to Sunday, unless otherwise approved by MU Sport). Please note that parking permits issued by MU Sport are not valid for this building. Users must comply with parking instructions and restrictions listed on traffic signs on the street.

4. Auditing

MU Sport will undertake storage audits twice per year. These audits will ensure that stakeholders use their allocated space efficiently and are safe and compliant.

Should the inspection identify underutilised areas or failure to comply with the recommendations listed on this document over a period (e.g. during two or more audits), the club will be provided written notification outlining the concerns and corrective actions and a reasonable timeframe to remedy the issue. Failure to resolve may lead to suspension or review of storage allocation.

Should a club cease conducting activities, the allocated storage space will be returned to MU Sport.

Clubs must be aware that access to storage may need to be temporarily amended (e.g. to facilitate delivery of an event). MU Sport will endeavour to provide a minimum of one weeks' notice in such situations.
