**Storage of Resident Items in Communal Areas Policy & Procedure**

# POLICY

The trustees of Dorchester Municipal Charities (DMC) recognise that occasional requests may be received from residents to store particular items in communal areas. It is expected that requests would usually come from first floor residents due to the difficulties associated with carrying items such as shopping trolleys downstairs.

The trustees are keen to ensure that the storage of any items is not detrimental to the health and safety of other residents, visitors, contractors, staff or trustees. There is limited space in communal areas and requests for items to be stored will be dealt with according to safety, necessity and available space.

Communal areas in which items may be stored are:

**Nappers House:** There are currently no internal communal areas suitable for storage of resident items due to the nature of the building and the size of the hallways. The upper flats have access to a balcony area. Residents have their own shed on the ground floor where they may store items.

**Whetstones:** ‘The bunker’, 1-4W hallway, 5-8W hallway, balcony.

Items may ONLY be stored in communal areas with the express permission of the Chairman of the Property Group and the General Manager.

**PROCEDURE**

1. A resident requests to store an item in one of the communal areas
2. A risk assessment is undertaken by the Chairman of the Property Group and the General Manager regarding storage of the item
3. A decision is made whether to grant the request to store items according to:

* The result of the risk assessment
* The necessity for storage of the item
* The availability of a suitable storage area

1. If the request is granted, a letter of agreement is written to the resident outlining the conditions for storing the item and asking them to sign in order to indicate their agreement to these:

* Items are stored at residents own risk
* Residents should ensure their own insurance covers items stored as the charity’s insurance does not cover items belonging to residents
* Only items requiring limited access shall be stored in the Bunker
* Items stored in the Bunker must be clearly labelled
* Items stored in 1-4W and 5=8W hallways must be stored in the designated area only and attached to the wall when not in use to avoid causing an obstruction
* Storage of items will be reviewed periodically

1. If the request is declined, a letter is written to the resident outlining the reasons for this.
2. DMC’s Fire Risk Assessor is informed of additional storage items and asked to amend the fire risk assessment at the next review
3. The General Manager keeps a list of items stored in the office.