Cupboards and Storage Zones Policy

1. Allocation of Storage Space

- **Designated Areas:** Specific cupboards and storage zones are allocated to recognized church organizations (e.g., Sew Crafty, Girl Guides, Sunday School). Groups must only use the space assigned to them. The Property Committee reserves the right to change this at any time.
- **Approval for New Storage:** Any request for additional storage space or the installation of new cabinetry must be submitted to the Property Committee for approval before any changes are made.
- **Communal Areas:** Hallways, landings, and boiler rooms must remain clear at all times and are **not** to be used for storage.

2. Safety and Compliance

- **Fire Safety:** No flammable liquids, gases, or combustible chemicals may be stored in general-purpose cupboards or storage zones. All exits and fire extinguishers must remain unobstructed.
- **Stacking Height:** Items must not be stacked to a height that risks falling or blocking light fixtures and smoke detectors.
- **Heavy Items:** Heavier items should be stored on lower shelves, ideally waist height, to prevent injury during retrieval and to maintain the structural integrity of the shelving.
- **Clear Access:** A minimum clear walkway must be maintained in all storage rooms to allow for safe ingress and egress.

3. Housekeeping and Maintenance

- **Post-Activity Storage:** It is the responsibility of every group leader to ensure that all equipment is returned to its designated cupboard immediately after use.
- **Cleanliness:** Storage areas must be kept clean and free of litter. No food or perishable items should be stored in cupboards or storage zones to prevent the attracting, sustaining and sheltering of pests.
- **Inventory Management:** Each organization should conduct an annual review of its stored items. Broken or redundant equipment should be disposed of promptly to avoid clutter.
- **Reporting Damage:** Any damage to shelving, locks, or cupboard doors should be reported immediately to the Property Committee.

4. Security and Privacy

- **Locked Storage:** Sensitive information, valuable property, hazardous materials and dangerous items must be kept in locked cupboards or storage zones.
- **Key Control:** A master set of keys will be held by the Church. Unauthorized duplication of keys is strictly prohibited.
- **Personal Property:** The church does not accept responsibility for the loss or damage of personal or group items in cupboards or storage zones.

5. Inspection and Clearance

- The Property Committee will conduct the occasional inspection of all storage areas.
- Items found in communal areas or unassigned cupboards without identification may be removed and disposed of.