



**UAF Facilities Services**  
**Central Receiving/Property Office**  
P.O. Box 757360  
Fairbanks, Alaska 99775-7360  
(907) 474-6143, FAX (907) 474-6140

**Storage Space Request**  
**Aurora Facility**  
**(1855 Marika Road)**

(NOTE! this storage is for UA department use only.)

Department and Division: \_\_\_\_\_

Storage Contact: \_\_\_\_\_  
Name Phone email

Fiscal Contact: \_\_\_\_\_  
Name Phone email

Department Address: \_\_\_\_\_  
Physical Mailing

Billing Information: \_\_\_\_\_  
Fund/Org Name of Approving Authority (Dean/Director)

Anticipated move-in date: \_\_\_\_\_ Square Footage required: \_\_\_\_\_

Brief Description of storage items: \_\_\_\_\_

Brief Description of access needs: \_\_\_\_\_

Frequency, Special Access Requests  
(Rates: Heated \$.70/sqft/mo. Unheated \$.55/sqft/mo) (Addl 5% Recharge also applies)

Department Employees Approved for Access:

\_\_\_\_\_

\_\_\_\_\_

By submitting this form, you agree to regularly (once a month is good) check the contents of your storage as the warehouse employees don't, and unfortunately there have been damage to items because of moisture, heat, cold, etc.)

Form Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to  
[uaf-property@alaska.edu](mailto:uaf-property@alaska.edu)  
P.O. Box 757360, Fairbanks, AK 99775-7360  
Phone 907-474-6139