



Designation: E2715 – 17

Standard Practice for Moveable Property Storage¹

This standard is issued under the fixed designation E2715; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice defines the physical protection and control of moveable property in storage locations.

1.2 Generally, organizations should establish and maintain control of moveable property through means of storage in a manner that will strike a balance between cost of storage and the degree of protection necessary to mitigate the risk of loss, damage, or destruction.

1.3 This practice covers moveable property as defined in Terminology E2135.

1.4 This practice is applicable and appropriate for all moveable property-holding entities as defined in Practice E2499.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *ASTM Standards:*²

E2135 Terminology for Property and Asset Management

E2221 Practice for Administrative Control of Property (Withdrawn 2011)³

E2499 Practice for Classification of Asset Physical Location Information

¹ This practice is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.01 on Process Management.

Current edition approved Nov. 1, 2017. Published December 2017. Originally approved in 2009. Last previous edition approved in 2009 as E2715-09. DOI: 10.1520/E2715-17.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ The last approved version of this historical standard is referenced on www.astm.org.

3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology E2135.

3.1.1 *high risk property, n*—property either regulated by law (for example, pharmaceuticals, medical supplies, firearms and ammunition, hazardous materials/waste) or in any way is potentially dangerous to public health or security.

3.1.2 *location, n*—site, locale, point, position, or coordinate where individually identified moveable property is stored in a single location (for example, rack, shelf, or enclosed area), usually in a designated, authorized storage area or other environment.

3.1.3 *protection, n*—safekeeping of moveable property in the work requirements as it relates to safety, cleanliness, handling, and maintenance to prevent damage, destruction, theft, or deterioration.

4. Significance and Use

4.1 Provide for the physical protection and control of moveable property in storage/warehouse locations, and ensure best value while avoiding undue risk.

4.2 This practice establishes a standard approach to storage and warehousing of moveable property.

4.3 It is the intent of this practice to provide guidance for an effective and efficient system in the storage of moveable property. Entities adopting this practice shall establish entity specific policies or procedures, or both, implementing this practice.

4.4 This practice is not intended to be a guide for the storage of material.

5. Storage Methodology

5.1 An entity shall determine the appropriate cost effective level of physical location information to maintain and communicate in support of the mission of the organization.

5.1.1 The storage methodology should include all moveable property regardless of ownership or the acquisition methodology used to acquire the item.

5.2 For high ceiling warehouse areas, maximizing the storage capacity by installing racking that allows multiple layers of horizontal storage should be researched for cost benefits and efficiencies.