OPERATOR RESOURCES

Getting started checklists

The practical next steps, from joining to your first arrangement. Store for Good makes the introduction; you make every decision.

Getting started

1

Join

Sign up free (about a minute). Choose where requests go and whether to be listed.

2

Choose facilities

Decide which facilities, if any, may consider requests, and who can approve an arrangement.

3

Brief your team

Share these checklists and the Operator's Guide with managers who'll see requests.

4

Review requests

Help, offer a discount, or decline — on your own terms and agreement.

Before you offer storage

Before you agree

- [ ] Who at your company can approve this arrangement?
- [ ] Which facility and unit, and is it free, discounted, or one-time?
- [ ] Who is the organization, and what will the space be used for?
- [ ] Do the planned contents fit your rules (food, perishables, restricted items)?
- [ ] Have you checked anything insurance-related with your provider?
- [ ] Who from the organization will sign, and who else may access the unit?

Before move-in

- [ ] Complete your usual rental documentation with the organization.
- [ ] Brief the facility team: who the organization is, the agreed rate, and who has access.
- [ ] Set up the unit in your system and review billing and automated charges (see the FMS checklist).
- [ ] Agree when the arrangement will be reviewed, how it could be renewed, and how it would end.

During the arrangement

- [ ] Run the unit under your normal facility operations and policies.
- [ ] Keep one point of contact on each side and check in as agreed.
- [ ] Discuss any change — more or less space, renewal or extension — as early as possible.

After the arrangement

- [ ] Follow your normal move-out process and update the unit in your system.
- [ ] Optionally, report the placement to Store for Good using your private link.
- [ ] Before any public story, confirm permission from your company and the organization.

FMS considerations checklist

Questions to review with your facility-management software administrator or vendor. Software-neutral; settings differ by system.

- [ ] How will the free or discounted rate be recorded (concession, special rate, or another method)?
- [ ] Will scheduled or automatic rate changes apply to this unit, and is that consistent with what you agreed?
- [ ] How would late fees and delinquency workflows treat this account, and does that match the arrangement?
- [ ] How should the unit appear in occupancy reports?
- [ ] What needs to change in the system when the arrangement is renewed, converted (for example free to discounted) or ends?
- [ ] What will invoices or statements show the organization, and will any amount be billed?
- [ ] Which recurring fees (insurance or protection plans, admin fees) would apply automatically?
- [ ] How do lien-related processes interact with this account? (Don't change legally required steps without advice.)
- [ ] How should it appear in revenue reports and any discount or concession reporting?
- [ ] Who on your team owns these settings, and where will you note the arrangement's terms?

Optional considerations, not Store for Good policies. You remain responsible for your agreements, configuration and legal obligations. Not legal, tax, insurance or accounting advice.

storeforgood.org/storage-operators · Questions: storeforgood.org/contact