

Pictured **345 Danforth mid construction** (StorageMart site #3019)

# CapEx Manual

**"Easy. Clean. Service."**

A StorageMart Training Resource for Facility Transformation & Growth,  
**in Collaboration with the Construction Department.**





The background of the page is a photograph of a storage facility. On the left, there is a row of brown, roll-up storage units. To the right of these units is a light-colored, possibly white or light grey, wall. A small, rectangular sign with the number '135' is mounted on this wall. The overall lighting is soft and even.

# WELCOME

**to the CapEx Manual**



# Introduction

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This manual will provide you with the tools needed to interact with your team, the home office, and vendors, to complete successful CapEx projects for **StorageMart**. Within this manual you will find various guidelines, specifications, standards, and definitions related to **capital expenditures** - what we know as **CapEx**. CapEx is money we use to purchase, upgrade, or maintain a physical asset. These are usually higher cost projects to equipment or property that significantly increase the overall lifespan of the overall asset. **For example**, replacing or doing extensive repairs to paving on one of our sites improves the paving and extends the amount of time it is useable, so this would be considered CapEx.

**Consider this manual a roadmap to CapEx success;** and while it is imperative to adhere as closely as possible to the outlined procedures, we acknowledge that unique circumstances may necessitate deviations, such as the use of unapproved products or unconventional project approaches.

In such cases, we encourage you to adhere to the general specifications and procedures provided to you as closely as you can.

The **fundamental objective of this manual** is to empower you with the tools required to successfully execute projects that align with the standards set by the home office, all while meeting budgetary requirements and minimizing the lost time that comes with large projects. This approach not only ensures the financial health of our company but also prioritizes the safety and satisfaction of our customers and employees.

Your commitment to following this manual is integral to our success in meeting StorageMart's CapEx goals. **Please read through this guide in its entirety** and always feel free to ask a member of the Construction Department for clarification on anything in this manual.

Looking forward to working together and achieving a successful CapEx season,

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**Construction Department, StorageMart**



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# What is CapEx?

## Capital expenditures, or CapEx, for short;

Refers to the funds used by our company to acquire, upgrade, or maintain physical assets like buildings and equipment.

This type of expenditure is made to improve the long-term value of an asset, increase its capacity (like remixes or infills), or extend its useful life.

A good rule of thumb is if a repair is made to our property or equipment and gives it more than one extra year of **anticipated** useful life, **it is considered CapEx.**



**For example,** a major component in an electrical system is the breaker panel, so this could be considered CapEx if it was replaced because it would improve the entire systems lifespan. In comparison, replacing a single light fixture would be considered an operating expense due to a single light fixture not being a major enough component to extend the useful life of the entire electrical system.

CapEx usually refers to work with **over \$1000** in parts replaced within a single asset during a single repair event, but this number can change based on the overall remaining or extended life that this expense represents.



The Construction Department breaks down CapEx into the categories listed below, which will also act as the framework for this manual.

#### **Security**

Includes camera system, gates, access systems, fencing, etc.

#### **Paint**

Includes interior and exterior building painting, floor sealing, etc.

#### **Doors**

All doors, door components, etc.

#### **Office**

Includes office renovation, apartment renovation, etc.

#### **Roofs**

Includes major roof repairs, roof replacement, coating, etc

#### **Paving**

Major paving repairs, sealcoating, major concrete repairs or replacement.

#### **Signs**

Major signage repairs, sign replacement, signage lighting upgrades, etc.

#### **Electrical**

Major system repairs, major lighting upgrades, etc.

#### **HVAC**

Major component replacement, system replacement of heating and cooling equipment.

#### **Misc.**

FF&E replacement, any large cost item that doesn't fit into the categories above.

#### **PCR/Lender Requirements**

These are required improvements made due to requirements by lenders or oversight groups like city officials.

#### **Revenue Enhancing**

Infill projects, unit remix projects, expansion projects.

All StorageMart CapEx projects should fit into one of the categories listed above. These categories help us define where and how we are spending money and tell us where certain properties or districts are overspending or underspending so we can allocate resources accordingly.

In the following sections, we will review best practices for identifying, requesting funds, submitting, and completing CapEx projects.

# CapEx Completion

In this section, we will explore a general outline of the CapEx process, from identification to payment for completion.

While emergency situations can accelerate or even change this process, adhering to this guide will be the best way to ensure your projects are approved in a timely manner, giving you and your vendors more time to complete your CapEx projects.

One of the main roadblocks we see during the CapEx approval process is that the project **does not meet the minimum guidelines necessary to approve in the first place.**

This not only creates a roadblock for you, but it also creates one for the home office as well, as there are situations that are out of our control and we have our own set of standards we must follow with lenders, our board, etc.

Getting your project started off on the right foot and regular follow-ups with vendors and each other can save all of us a lot of headaches and make the entire project run more smoothly.

**Please see the following for the general steps you should follow for a headache free experience.**

## *note:*

Regular follow-ups on a project is a required process for Capex Projects. It will also help your projects get completed faster, cost less, and keep everyone informed of how hard you are working!

Follow up regularly with your RM for updates from the construction department, your vendor, etc. **Stay informed and provide information!**

**Regular communication** eliminates the vast majority of the reason a project gets stuck or gets done incorrectly.

## Step 1 -

### Identifying CapEx vs Non-CapEx

While there is a lot of gray area surrounding what is and what isn't CapEx, a general way of thinking about it is this – if part of an asset or piece of equipment is upgraded and its useful life is extended considerably (generally 1-3 years at a minimum) and the cost is high enough to justify it (generally over \$1000-\$5000 depending on the total value of the asset) **it is** CapEx.

If the asset undergoes a repair that doesn't extend the life of the total asset considerably (more than one year), then **it is not** CapEx.

example:



**An example** of this would be replacing a compressor in an HVAC condensing unit vs replacing a blower motor in an HVAC unit. While the blower motor is an important part of the total system, and it can't work without it, it would not be considered CapEx because the entire system's lifespan isn't increased significantly by replacing it.

On the other hand, replacing the compressor will cause the system to last much longer with only minimal repairs to maintain it. Identifying what is and isn't CapEx can be a powerful tool for your P&L, as it gives you insight into which items are going to hit your P&L before figuring it out during the invoice approval and coding process.



## Step 2 -

### Submitting CapEx to Home Office

Once you have identified that a project can be capitalized, you will need to start thinking of the scope of work, and whether this is a project that can wait to be **budgeted** or is urgent enough to be considered for **Unbudgeted CapEx**.

Generally, if a project can wait until CapEx budget season without damaging an asset or affecting customers so much that it will increase the cost of repairs considerably, **you should wait and budget for it**. This will give us the ability to have a lot more control over pricing, timing, and quality through a well-defined scope of work.



A very smart person once told me there are three metrics to a job: **quality, cost, and speed**.

**Think of them like a triangle with each at one corner.** If you move toward one of them, you are moving away from another. So, if you want to complete a project faster, you have to allocate more resources, which makes the project more expensive. If you need to cut costs, it might make the project take longer due to cutting labor, or might affect the quality by using lower quality materials.



example: 

**The best way to make sure you get what you want is to plan accordingly.**

**For example,** if you begin planning a paving project in January instead of April, you can engage vendors for a proposal when they don't have any work lined up, ensuring you a good price, and a good place on their schedule.

Planning properly vs hastily completing projects can save a single district tens of thousands of dollars or more in a single year!

Always feel free to reach out to the Construction Department for assistance with your scope of work. **Well thought out projects help all of us.**

# CapEx Completion

## Step 2

### CONTINUED...

Once you have established a scope of work, the next step is to reach out to your vendor pool for an **RFP (request for proposal)**. You will need to collect multiple (at least two for CapEx projects) bids from them to meet the guidelines necessary for the home office to approve.

It is important to note that if you collect multiple bids for the same job, they will need to have similar scopes of work, with similar details.

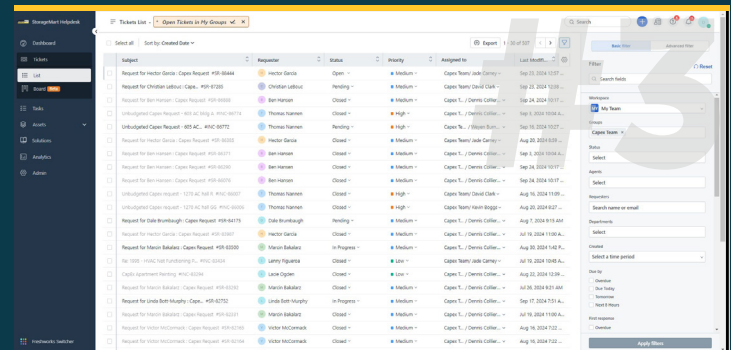
If you reach out and one of them is very different than the other, it will need to be changed to match the scope of work in the **RFP** to qualify as a competitive bid.

When the Construction Department is reviewing your project, we break these bids down to get information on cost per unit (parts or labor) and we compare these bids directly to each other, as well as to current market pricing for the specific unit.

So, if they are different, we can't compare them, and we can't use an incorrect bid as a basis for approval.

After you have organized the correct number of competitive bids, and they match both your original scope of work, and they match each other, **it is time to submit them to FreshService for review.**

## Submitting to FreshService:



The platform we are currently using for all CapEx requests is called FreshService.

This platform gives us the ability to store all bids, approvals, project details, conversations, etc. in one place and follow the project in its entirety. It can be a great tool for keeping your project organized if used effectively.

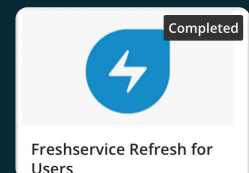
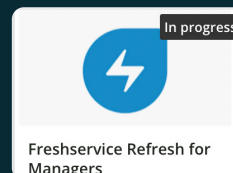
## example:

Look for the module (**as shown below**) in your Learning Library in DayForce. This module will take you to a training course on how to submit and interact with FreshService.

Follow both this training as well as the details outlined in this section to achieve a smooth CapEx process from start to finish.

### **Important Note (Effective January 2025):**

This training is tailored to different roles at StorageMart. You will be assigned the course that best aligns with your specific role.



Follow up on your projects regularly, with either the vendor or the construction department to ensure your project doesn't get stuck during the approval request phase or during the project.

It also keeps you informed of timelines and cost.



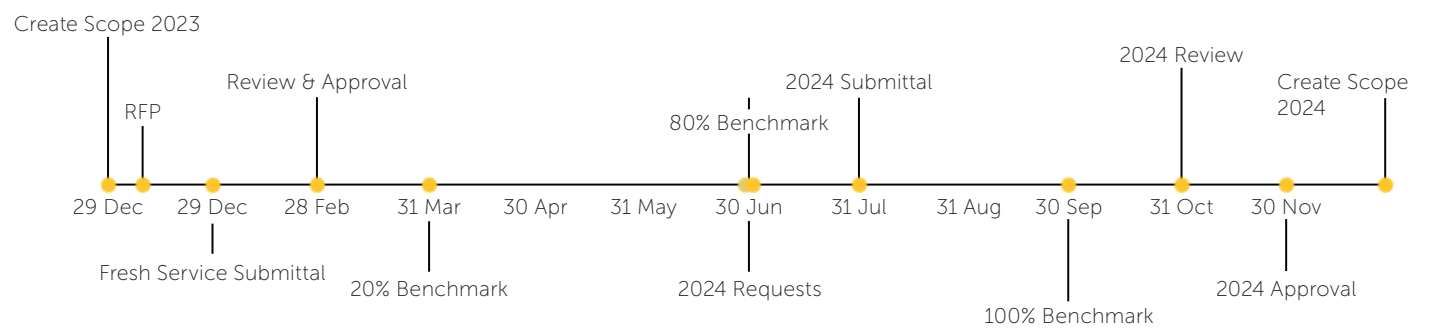
# CapEx **Completion: GOALS**

The charts below give you a visual representation of expectations we have as a company for completing CapEx.

Following the guidelines in this section will ensure you complete projects in a timely manner that is easier for us to budget for from year to year.

- We also try to meet these goals as closely as possible for financial planning purposes.
- Essentially, the purpose of these goals is to ensure that we don't experience an influx of invoices at any one given point throughout the year.
- It is also intended to give you enough time to plan and execute on each step of the CapEx timeline.

## CapEx **Timeline:** Take note, this is a **General Guideline**



In this timeline, the CapEx season actually begins prior to the new year. The purpose of this is to give everyone time to identify all CapEx for your district prior to the new year beginning so you are ready to get started as close to the new year as possible.

Then, time is given for us all to finalize scope, send for RFP, submit, and gain approval so you have plenty of time to complete projects within the parameters in the chart below.

Completion Goals for CapEx

Date	All Other Categories of CapEx	PCR (post-closing review) CapEx	Revenue Enhancing CapEx
By 3/31 (Q1)	20%	10%	25%
By 6/30 (Q2)	60%	90%	40%
By 9/30 (Q3)	20%	0%	10%
By 12/31 (Q4)	0%	0%	25%

\*While these goals are suggested, and in certain circumstances are almost impossible to achieve due to restrictions caused by factors out of your control (such as weather), we should strive to be as close to these numbers as possible in order for projects to run smoothly on the financial side of them as well.

In the next section, we will talk about the processes for what to do when a project is completed.

The percentage numbers represent the % of each should be completed by the date listed (end of each quarter).

## CapEx Completion Goals: Closing out a Project

Okay, so you organized your project, submitted a good plan in FreshService, gained approval, scheduled and the work was completed.



The next few steps in this project are important in order to ensure you are happy with the work, the home office has been notified and can review the work completed, and your vendor can do their favorite thing – get paid quickly! In order to achieve this with as few pain points as possible, follow the steps below in order.

### Step

## 1

### Check the Work.

Your vendor, contractor, maintenance team, etc. should complete everything they were contracted or approved to do prior to being paid for 100% of the job. Use the information that you agreed on before work started as a sort of checklist – I usually actually make one.

- Make sure each item that you are paying for was completed to the agreed upon terms, and that they meet StorageMart standards, correct products were used, site is clean, work looks like what was represented during bidding, etc.
- This is called a **"punch list"** and is your greatest tool for holding your vendor's feet to the fire and making sure the work we are paying for is actually what we received.
- Once the vendor is fully completed, let everyone know by posting photos and/or details within the ticket created in FreshService. This gives the Construction Department the ability to review prior to the final payment being made. **After review, the Construction Department will close the ticket out!**

### Step

## 2

### Vendor Submits Invoice.

Once you have verified all work is completed and you are satisfied with the job, the vendor can submit their invoice to the home office for payment.

The best way to do this is through the **invoices@storage-mart.com** email address.

- Your vendor can submit here (**invoices@storage-mart.com**), and the accounts payable team at the home office will add the invoice to Medius, ensure the vendor has submitted all necessary business information (W9 and COI in most cases), and they assign the correct people to interact with and approve the invoice.

- Once you are notified to comment your approval by the AP team, **please remember the following: when a CapEx project was completed with only one invoice, this is considered CapEx; when the project is/will be completed with more than one invoice, it is considered CIP – construction in progress. Please note this for each invoice when giving your approval.**

**Once AP is satisfied with approvals, they will begin the process to get the vendor paid, and you are all done! Great work!**



## Additional Tips for CapEx Completion

### Collect Contact Information

#1

Keep contact information and notes on every vendor you use. This can help you avoid bad companies, as well as keep good ones.

### Share Vendor Experiences

#2

Share vendors who perform well (and those who don't) with other team members in your area.

### Review Cost Data

#3

Pull data from invoices such as price per square foot, cost of labor, overtime labor, fees, etc. and use this data to find out which vendors give you the best quality to cost ratio.

### Create an RFP for all Jobs

#4

If you have multiple projects within the same trade, create an RFP for all jobs.

Vendors are way more likely to give you great pricing if there's more work.

### Negotiate your Bids

#5

After you receive your bids, negotiate the cost with your vendor on anything that doesn't look necessary such as trip charges, mobilization fees, fuel surcharge, etc.

Sometimes all you have to do is ask to bring the cost of a project down by thousands of dollars. **It never hurts to ask nicely!**

### Use the Construction Team as a Resource

#6

Involve the Construction Department in any decisions you aren't comfortable making.

Between us is decades of experience in running these projects, dealing with vendors, negotiating costs, fees, overcharging, etc.

**We also know a thing or two about construction!**

### Stay Optimistic & Professional

#7

Stay positive and professional with your vendors, even if it's frustrating.

Always remember you are representing StorageMart and its values, and keeping professional relationships professional is good business.

In the following sections, we will be looking at the products and procedures related to the categories we looked at earlier.

Again, these are approved specs, and the actual product name does not matter as much as its specifications.

This is important to note, because there is a reason these specifications were chosen, and they are the best product we have found that ensure a positive outcome, and ensure they work with our existing systems, as well as our company mission, values, and budget.

## CapEx / **Approved Products & Specifications**

The remainder of the spec book will focus on the categories of CapEx, which products fall within these categories, and the products we have found to be the best in terms of its combined benefits when cost, quality, and availability and branding are considered.

- ☐ Some of these products may not be available in your area, may cost too much, or take too long to source, etc.
- ☐ In these cases, a substitute for this product may be acceptable, however, the reason for this change should be noted in your CapEx request and the specifications should be as similar as possible.

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### Product List

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*These products will be broken up into the same categories as CapEx. These categories are listed as follows:*

#### **#1. Security**

Includes camera system, gates, access systems, fencing, etc.

#### **#7. Signs**

Major signage repairs, sign replacement, signage lighting upgrades, etc.

#### **#2. Paint**

Includes interior and exterior building painting, floor sealing, etc.

#### **#8. Electrical**

Major system repairs, major lighting upgrades, etc.

#### **#3. Doors**

All doors, door components, etc.

#### **#9. HVAC**

Major component replacement, system replacement of heating and cooling equipment.

#### **#4. Office**

Includes office renovation, apartment renovation, etc.

#### **#10. Misc.**

FF&E replacement, any large cost item that doesn't fit into the categories above.

#### **#5. Roofs**

Includes major roof repairs, roof replacement, coating, etc

#### **#11. PCR/Lender Requirements**

These are required improvements made due to requirements by lenders or oversight groups like city officials.

#### **#6. Paving**

Major paving repairs, sealcoating, major concrete repairs or replacement.

#### **#12. Revenue Enhancing**

Infill projects, unit remix projects, expansion projects.



**Product Alert** - These products will change regularly, so please refer to this guide for current information. In the following sections, **we will look at these categories in the order listed above.**

This section looks at the category **“security”**. This includes specifications and products for camera systems, gates, fencing.

## CapEx / Approved Products & Specifications / **Security: Camera System**

**Standard operating procedures** for camera systems are listed here:

- Cameras and DVR/NVRs should be out-of-service for no longer than 30 days.
- Recording devices must be able to maintain a minimum of 30 days of recording (4TB of memory on a 16-channel set to motion recording should be sufficient)
- Only cameras that are currently working correctly should be displayed on monitors.
- The most important cameras are the ones that view the office and gate. Ensure these are always working, and repair them as quickly as possible if they are not.
- We do not require DVR/NVR to be connected to the internet. Our approved solutions are a Meraki router or a local system. Either are acceptable.

Cameras can be a good deterrent, however, keep in mind that your best defense against theft is paying attention to your site by walking it every day and looking for damage to perimeter fencing, inadequate or burned-out lighting, and operation of your gate.

Cameras keep people honest, and your system should be maintained, however keeping your site physically secure is your best route to deter theft.

Our goal is to eventually have systems that can be viewed remotely at each site; however, this is currently not feasible at some sites. **Below are components of a typical camera system. Product sheets for these components are available in the Document Library on the Operations page in [SharePoint](#).**

**StorageMart** | **manhattan mini storage**

### 1. 16 Channel NVR

### 2. 4 Megapixel IP IR Bullet Camera

### 3. 4 Megapixel IP IR Dome Camera

### 4. 5-Port Gigabit P.O.E. switch



**Please refer to this section often,** as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.





## CapEx / Approved Products & Specifications / **Security: Gates**

In this section we will look at products, procedures, and specifications related to **gates**.

- > Your gate is one of the most important pieces of equipment on your site, as it is your first line of defense against theft.
- > A working gate is imperative to ensure our customers are comfortable knowing their belongings are secure, and they should be repaired or replaced as quickly as feasible if it goes down.



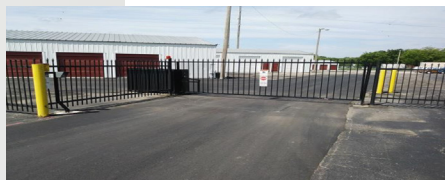
**Listed below are selected details on StorageMart's preferred gate setup.** As a company that does a lot of expanding through acquiring other sites, we have a lot of gates that are a different brand, type, and style than that which we spec.

### 1. Entry Gate

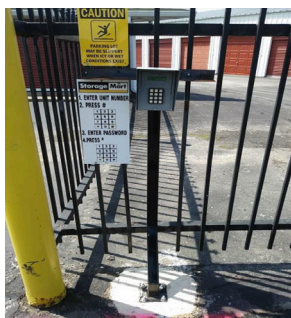
### 2. Entry Keypad

### 3. Gate Layout

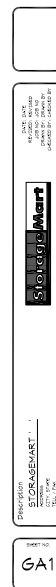
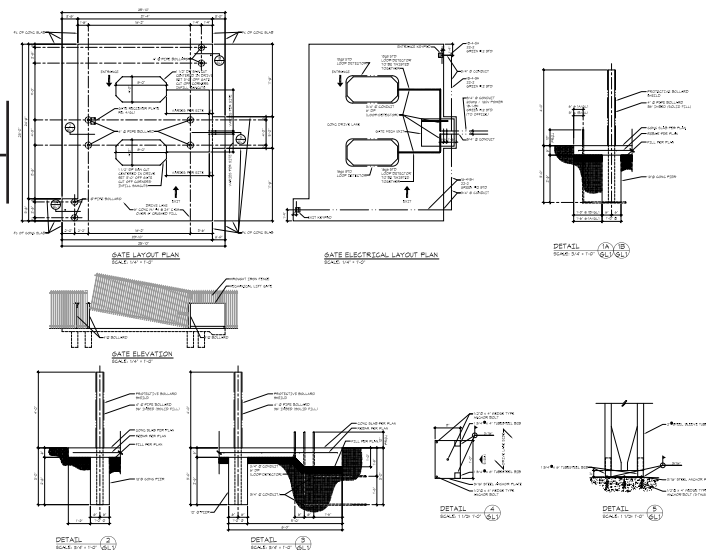
1



2



3



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mini storage**

For repairs, your vendor should be able to assist you if given the model number, size, and photos of the gate. If replacement is needed, the Construction Department will most likely need to be involved, to ensure the same gate that is currently there will work for that site moving forward.

**We regularly look at sites to improve or change them, and should be involved in all gate replacements.**



**Please contact the Construction Department** for any additional questions regarding gates, and refer to the product sheets in the Document Library on [SharePoint](#) for detailed information on gate specifications, layouts, diagrams, and more.

## CapEx / Approved Products & Specifications / **Security: Fencing**

Fencing is another important part of your site in regard to keeping it secure.

For the most part, minor repairs will not be costly enough to be considered CapEx, but in certain circumstances it can qualify (storm damage, vehicle damages, major age-related damages, etc.).

**Standard operating procedures** for fencing is listed here:

- It is important for your fencing to be functional everywhere at all times and should be repaired as quickly as possible if it is compromised from a security standpoint.
- Fencing that is visible from the road should take precedence here to keep our site looking professionally maintained.
- Fencing that is prone to rusting should also be closely watched and have a method in place (**site inspection form**) to ensure it is regularly inspected for rust and damage.
- It should be treated with a rust-inhibiting coating, such as the rust-inhibiting paint Rust-Oleum, as needed to prevent rust from spreading to other parts of the fence or property.
- Fences that need to be painted should have regular inspections and be treated or painted regularly.

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**Please refer to this section often,** as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.



## CapEx / Approved Products & Specifications / Paint & Coating

**Specifications:** This section will assist you in determining which paint colors are used for which applications.

Please keep in mind, any changes to paint scheme in offices & on the façade of your site, or any changes that do not follow this guide for any reason need to be approved by the Construction Department and the marketing department for prior approval to ensure we are meeting brand standards before painting occurs.

Below are approved colors and their applications. **A photo of each color is also located on Sharepoint on the construction page (please keep in mind, this is what the color looks like with the color setting on your monitor and not an exact match to the actual color).**

### Interior & Exterior

**Product Alert** - This section should be used as a guide to obtain competitive bidding and colors may be changed by the Marketing & Construction Department in order to meet local standards or improve the look of the site in relation to surrounding businesses and neighborhoods.



### Interior

■ Ceiling - SW7006 (Extra White)

■ Walls - SW7647 (Crushed Ice)

■ Doors - SW1007 (Black Tie)

#### Interior Halls -

■ Walls - SW7006 (Extra White)

Floor Paint – Splatter Paint (procedure can be found on [Sharepoint](#))

■ Splatter paint color #1 – SW1007 All-purpose enamel (Black Tie)

■ Splatter paint color #2 – SW6238 All-purpose enamel (Fireweed)

■ Splatter paint color #3 – SW6899 All-purpose enamel (Nasturtium)



#### Concrete floor sealer –

Please verify location of flooring you wish to seal with Construction Department to receive spec for sealer. This spec will change with climate, area of the building, etc.

#### Apartments -

➤ Ceiling - SW7029 (Agreeable Gray)

➤ Walls - SW7029 (Agreeable Gray)

➤ Doors - SW7029 (Agreeable Gray)

➤ Trim - Basic white trim color



CapEx / Approved Products & Specifications / **Painting: CONTINUED**

Exterior

Building Facade –



**Any exterior facade painting requires approval by the Construction Team.**

- SW 4012 (Cirrus White)

SW 4027 (Galvano Lt Grey)

SW 4017 (Graphite Dk Grey)
- SW 6238 (Fireweed)

> SW 6069 (French Roast)

> SW 6133 (Muslin)
- SW6258 (Tricorn Black)

SW6899 (StorageMart Yellow  
(aka Nasturtium))

Notes on Bollards -

- > Bollards can be painted or covered by a plastic bollard sleeve

> Paint for bollards - **Rust O Leum Safety Yellow**
- > Bollard covers can be sourced from parking supply companies (**Uline** stocks these) and **need to be the correct size to match your bollard.**

Paint Details -

- > **Semi-Gloss** – All paint (except gates/fencing/bollards) should be semi-gloss sheen to assist with ease of cleaning and maintenance.

> **Sherwin-Williams Super Paint** - In the U.S. we have been achieving good pricing for this product which is used on all surfaces **except metal**.

> **DTM (direct to metal)** - used when applying directly to metal.
- > **Rust-O-Leum** – brand name for rust inhibiting coating, usually gives 1-2 years of rust prevention.  
Note: **Always use gloss finish**

> **Sherwin-Williams/PPG Account Information:**  
**TKG StorageMart #6740-9194-7**.....(U.S.)  
**TKG StorageMart #8502-7709-6**.....(Canada)  
**PPG - #559312/648215000**.....(UK)

STORAGEMART APPROVED COLORS - QUICK REFERENCE GUIDE					
Color	SW7006 (Extra White)	SW7647 (Crushed Ice)	SW1007 (Black Tie)	SW6238 (Fireweed)	SW6899 (Nasturtium)
Sample					
RGB	238/239/234	214/211/204	58/58/58	123/55/48	249/172/52
Hex Value	#EEFEFA	#D6D3CC	#3A3A3A	#7B3730	#F9AC34
Uses	Office ceiling, interior hallway walls, apartment walls and ceiling	Office walls,	Office doors, apartment doors	Exterior façade, interior floors (splatter paint)	Exterior façade, interior floors (splatter paint)

Color	SW6258 (Tricorn Black)	SW4012 (Cirrus White)	SW4027 (Galvano)	SW4017 (Graphite)	RustOleum Safety Yellow
Sample					
RGB	47/47/48	227/222/212	199/202/199	59/64/66	230/175/0
Hex Value	#2F2F30	#E3DED4	#C7CAC7	#3B4042	#E6AF00
Uses	Exterior façade, interior floors (splatter paint)	Exterior façade	Exterior façade	Exterior façade	Parking lines, bollards

**Please refer to this section often,** as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.



CapEx / **Approved Products & Specifications / Doors:** This section will focus on specifications and standards related to doors.

- Doors play an integral part of any site, and play a role in nearly every system in a site, from security, how our site looks, even HVAC!
- Maintaining your doors is very important, as they contain moving parts, and are something our customers put their hands on and interact with every day.

## Rolling Steel Doors, Sectional Doors, Walk/Swing Doors

See the following pages for information on door types, specifications, and upkeep tips for each type of door on your site.

### Rolling Steel Doors

- > The vast majority of unit doors on your site are probably rolling steel doors.
- > These come in a variety of sizes, colors, and styles.
- The most common manufacturer is Janus International, & we use their doors often,
- > **however any door that meets the specifications of the door type in the spec sheet below will work.**



**HEADROOM REQUIRED**

OPERATING HEIGHT	VERTICAL HEADROOM	HORIZONTAL HEADROOM
THRU 7'4"	10'6"	11'
OVER 7'4" THRU 8'4"	11'	12'6"
OVER 8'4" THRU 9'4"	12'	14'6"

**NOTES:**

1. OPERATING TYPE MAY BE MANUAL OR ELECTRIC (ELECTRIC).
2. FOR CIRCULAR, SEE DATA TO REQUEST AVAILABLE HEADROOM OR CLEARANCE CLEARANCES CORRESPONDING.
3. CLEARANCES SHOWN ARE MINIMUMS. LOWER CLEARANCES MAY BE POSSIBLE.
4. UNLESS OTHERWISE NOTED, CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEMS TO BE CONFIRMED AVAILABLE FOR DOOR TYPE AND SIZE AND TO BE CONFIRMED BY OWNER, ARCHITECT, ETC.
5. CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEM, OPERATING AND BEING CONFIRMED.
6. CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEM.
7. CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEM.
8. CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEM.
9. CLOSURE SHALL BE BY BRACE AND ROLLER SYSTEM.

MINI DOOR SERIES: 650/650I									
CUSTOMER INFORMATION					SALES/REPRESENTATIVE				
CUSTOMER NAME					SALES/REPRESENTATIVE				
PROJECT NAME					CONTACTS				
PROJECT LOCATION					DATE				
PLANT					SHEET				
DRAWING NUMBER					DATE				
DRAWING NUMBER					DATE				

There are links to drawings and an operation and maintenance manual [here](#).

Contact the Construction Department if you need more info.



Pictured **Model 650 Janus Door**

## CapEx / Approved Products & Specifications / **Doors: Sectional Doors**

**Sectional doors are different than rolling doors in that they are comprised of independent door sections that are assembled to make a complete door.**

- > **Most residential garage doors are sectional doors. They can either be operated manually, or with an electronic opener.**

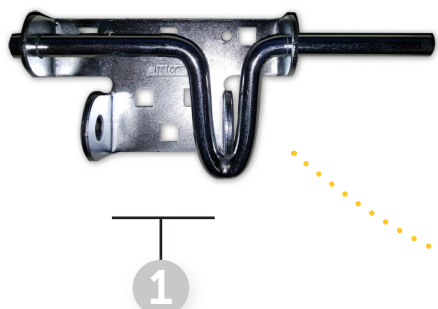
**Please review and follow these guidelines when replacing a sectional door:**

- Any sectional loading bay or drive through door operators must have dual safety eyes, a timed auto close feature, and a mounted three button station for opening, closing, and stopping.
- If the door will field a lot of traffic, due to being used as a loading bay and/or drive through door, consider upgrading to a higher cycle spring for greater longevity.
- Sectional doors that are installed in a climate-controlled building should be insulated to match your climate. **Contact the Construction Department for assistance with choosing your R-Value.**
- Door locking hardware for customer units that have a sectional door should include a [Chicago loop type hasp](#) like the one pictured below.

**Do not use locking hardware that is installed by default, as customers will not be able to use their own lock with it.**

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### 1. Chicago loop type hasp



1/2 inch poly block mounted behind

Drill hole in jamb for latch



### 2. Chicago loop type hasp AND its application.

**Chicago loop can be found at Home Depot, etc.** but your vendor should have these on hand as well.





## CapEx / Approved Products & Specifications / **Doors: Walk/Swing Doors**

Walk, or swing doors are another integral part of your site, as they are often a secure entrance and need to be in good working order to keep them secure.

**Standard operating procedures** for camera systems are listed here:

- > Regular maintenance is needed on these doors to ensure they are latching, opening, and closing properly.  
Common components include an opener (powered or hydraulic),
- > hinges, door handle, crash bar, and electronic components such as a keypad.  
These doors can take a lot of wear and tear and still function properly with repairs, and the only parts that normally cause a door to need replacement are the slab itself, and the frame around the door.
- > If a swing door requires replacement, **it should be replaced with a door that matches the original door unless authorization is given by the Construction Department for a change in specs.**

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Swing doors can serve multiple purposes within the same site and should follow the guidelines below:

- ❑ Units with swing doors should have no glass, no closer, and have a passage door knob (non-locking) with a Chicago loop (details on page 19) used for locking with a padlock.
- ❑ Hallway or loading bay walk doors should have vision glass (also known as a light kit), closer, passage lever hardware, and no lock.
- ❑ Floppy doors (**also known as café doors**) should have vision glass and swing both directions. **Eliason** is a manufacturer of these doors.



**Please refer to this section often,** as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.

# CapEx / **Approved Products & Specifications / Office & Manager Apartments Specifications:**

In this section, we will review offices and manager apartments.

Both of these spaces are unique to the rest of our site, as it has people in them for long periods of time. For this reason, there are materials and standards that are different from other areas.




You should always consider the office the most important section of the site from a customer experience standpoint. **It is often the first time our customers are doing business with StorageMart and should be a highlight when they come to visit our site.**

## Office\_\_\_\_\_

- > In general, the appearance of the office should be well maintained, temperature controlled, well lit, clean, and free of clutter.
- > Every office is a bit different, however these standards are ones we cannot waver on, and our customers will have a worse experience if this isn't the case.



**Approved products** for your office are listed below:

- |   |   |   |  |
|---|---|---|--|
| > <b>Walls</b> should be painted <b>SW7647 (Crushed Ice)</b> if repainting/remodeling. Keep the existing color if not.        | → |  | <b>Walls - SW7647 (Crushed Ice)</b>        |
| > <b>Interior doors</b> should be painted <b>SW1007 (Black Tie)</b> if being repainted/remodeled. Keep existing color if not. | → |  | <b>Interior Doors - SW1007 (Black Tie)</b> |
| > <b>Ceiling</b> should be painted <b>SW7006 (Extra White)</b> if being repainted/remodeled. Keep existing color if not.      | → |  | <b>Ceilings - SW7006 (Extra White)</b>     |

- > **Signage changes/updates** should go through marketing for artwork/branding approval. Any informational signage in the office should be **approved signage only**.



Contact the marketing department at the home office for more information.

- > **Floors** - Approved flooring materials are either LVT flooring or sealed/polished concrete. LVT specs can be found [here](#).
- > **Lighting** – Lighting can be either recessed or flush mounted LED bulb fixtures. Light color temperature should be **4000k or above** and match other lights on site.



## CapEx / **Approved Products & Specifications / Office & Manager Apartments Specifications: CONTINUED**

### Manager Apartments

**If your site has a manager apartment, please contact the Construction Department to request CapEx approval on any project.**

Apartments are living spaces and require a different set of specifications and have different equipment than other areas of your site. Some items, however, are standard and the following specs apply.

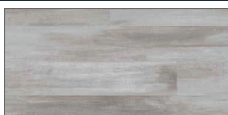


- > Ceiling – SW7029 (Agreeable Gray)
- > Walls - SW7029 (Agreeable Gray)
- > Doors – SW7029 (Agreeable Gray)
- > Trim – Basic white trim color  
(black 4" vinyl cove base for LVT/LVP flooring)
- > LVT/LVP – Armstrong Luxe Plank LVT – Ponderosa Pine or similar
- > Carpet (apartments – bedrooms only) – Shaw Cabina Classic – "storm cloud" or similar
- > Carpet padding 7/16" 8 pound padding

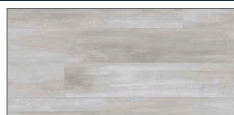
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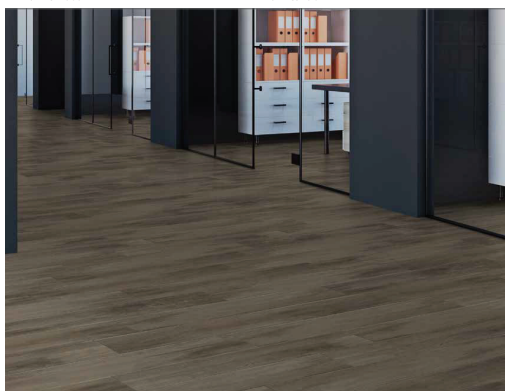
**DÉJÀ NEW**  
Oak Framing



DN134104 - Grete



DN134105 - Chalk



Pictured: [LVT SPECS](#)

**Flooring should be carpet in bedrooms and LVT flooring in common areas and restrooms.**

Any apartment renovations should include the Construction Department.



## CapEx / Approved Products & Specifications / **Roofs:**

An important part of our sites are the roofs that keep our sites temperate and most importantly, **dry**. In this section, we will explore different roof systems and what to do if you think they need a large repair or full replacement.

### **Asphalt Shingle Roof:**

1

A popular and cost-effective roofing option made from asphalt-coated fiberglass shingles, providing durability and a range of styles.

### **Metal Roof:**

2

A long-lasting, durable roofing system usually made of steel, known for its resistance to extreme weather conditions.

### **Flat Roof:**

3

Common in commercial buildings, this roofing system is almost level and typically covered with materials like rubber, bitumen, or PVC for waterproofing.

### **Membrane Roof (EPDM or TPO):**

4

This durable and flexible roofing system is commonly used for low-slope buildings.

### **Built-Up Roof (BUR):**

5

Consisting of multiple layers of bitumen and reinforcing fabrics, this traditional flat roofing system is known for its durability and water resistance.

- > Any leak coming from the roof should be repaired as quickly as possible to prevent further damage and leaking. Record information related to leaking on your **Leak Tracking Sheet**.

Using this form effectively will ensure that when you engage the Construction Department for a large roof repair or replacement, that you have all the evidence you need to present a case for replacement.

**We will always ask for this**, as well as a site map markup of affected units, so we can make an informed decision that takes existing damage, financial impact, etc. into account. Any large-scale roof repair or replacement roofing project should always include the Construction Department.

- > We will take roof type, age, extent of damage, warranty, etc. into consideration along with your leak tracking sheet to **take next steps**.

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**Please refer to this section often**, as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.



## CapEx / Approved Products & Specifications / **Paving/Flooring:**

- The paving at your site holds paramount importance in many areas. The appearance, functionality, safety, and water management of the paving on your site are all very important to both your site and to our customers.

- Keeping your paving in a clean, drivable state and doing minor repairs in-house can extend the life of your paving dramatically, and we should be inspecting daily, filling cracks as necessary, having small repairs completed in a timely manner, and planning for CapEx projects well in advance.

- Paving is one of the most expensive areas of a site to do major repairs to, so a detailed inspection program and minor repairs can extend the life of your concrete or asphalt and potentially save StorageMart hundreds of thousands of dollars per year or more company-wide.

When it is time for a capital project on your paving, proper planning is vital for your project to achieve StorageMart standards.

Providing your vendor with the appropriate information and leading them with a detailed scope of work is very important for the cost, quality, and longevity of your project.

### **A good request for proposal (RFP) should include the following:**

- Total square footage of each type of repair, along with square footage of individual repair areas.
- Copies of cutsheets (specification minimums) for our spec meeting products (vendor is not required to use these products, but they do have to meet the minimum on specs listed on the cut sheet).
- Site map markup of repair areas as well as the entire job of sealcoating paving. The Construction Department can assist with drawing, providing property information such as property lines, etc.
- Outline of sealcoat or repair phasing – we generally have two or more mobilizations to **ensure our customers have access to the site and their unit at all times.**

**See the construction page on SharePoint or contact the Construction Department** for more information as well as a sample RFP ([Request For Proposal](#)) for paving.





## CapEx / Approved Products & Specifications / **Paving/Flooring:** **Interior Hallway Flooring**

**Floor Paint – Splatter Paint** (procedure can be found on [Sharepoint](#))



- Splatter paint color #1 – SW1007 DTM (Black Tie)
- Splatter paint color #2 – SW6238 DTM (Fireweed)
- Splatter paint color #3 – SW6899 DTM (Nasturtium)



### **Concrete floor sealer –**

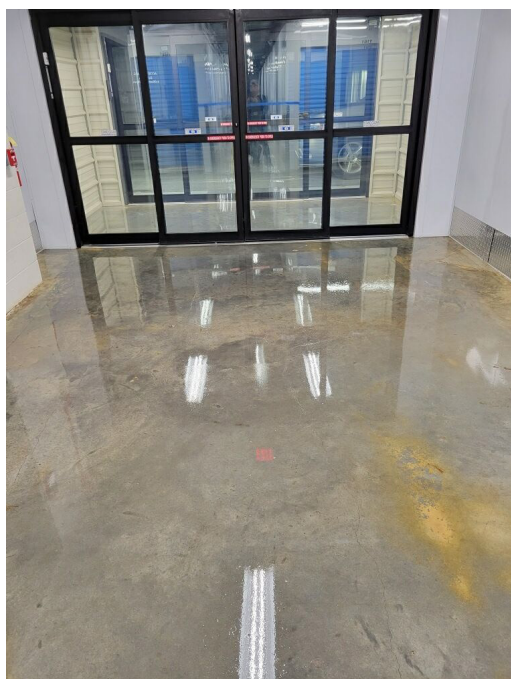
- > Please verify location of flooring you wish to seal with Construction Department to receive spec for sealer. This spec will change with climate, area of the building, etc.

### **Interior Storage Hallway Carpet –**

- > 20 oz faceweight level loop glue down commercial carpet (color to match existing or contact construction department for color changes)
- > **Chrome/Stainless transitions** on all carpet, nail down, no exposed hardware.

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Pictured **Concrete Sealer**

## CapEx / **Approved Products & Specifications / Signage:**

**Signage and brand standards are vital to maximizing our brand recognition, and is important to both current and prospective customers alike.**

Our signage can be seen several times everyday by people in your community who drive by it, and can influence how our company appears to operate. A sign that is halfway lit, or is faded tells a customer all they need to know in some cases. This is why it is vital that our signage meets brand guidelines and minimum specs at all possible times.

A detailed guide on brand standards can be found on the [Marketing](#) page on SharePoint, **but please keep the following in mind regarding sign specifications and upkeep standards:**



- > Lit signage should remain lit. **Get any lighting issues remedied immediately.**

- > If sign is not lit via LED lighting, and the current lighting is having problems, email photos of both faces of the sign at both day and night to the Construction Department to receive details on proceeding. It may be time for an LED upgrade, and this can be a good time to change sign faces as well.

- > Sign faces should be clean, clearly read, well lit, free of bugs, spider webs, dirt deposits, etc.

- > Changes to signage may require special permitting, changes to the existing structure, etc., so **include the Construction Department** anytime you are seeking changes in size, height, material, etc.

## Sign Refacing

If replacing a sign face on office or exterior signage, always ensure you are using the latest approved signage by contacting the marketing department at the home office **first**.

They can provide you with all of the information you will need to get your signage looking great!

For exterior signage approvals, initiate contact with the local sign vendor to prepare a mockup. **Once ready**, send the mockup to [MarketingDepartment@storage-mart.com](mailto:MarketingDepartment@storage-mart.com) for final authorization.

## CapEx / **Approved Products & Specifications / Signage:** **Continued**

### Sign Replacement

---

To replace a sign, amend the cabinet the sign sits in, or change the size of any sign, prior approval must be granted from both the construction and marketing department.

The Construction Department needs to follow local guidelines and changes to the size, shape, color, or orientation of a sign can violate requirements of a site to abide by the zoning guidelines set locally. **This process will most likely always fall under the same process for approved CapEx approval** mentioned earlier in this guide.

Types of signs that are considered for CapEx replacement are:

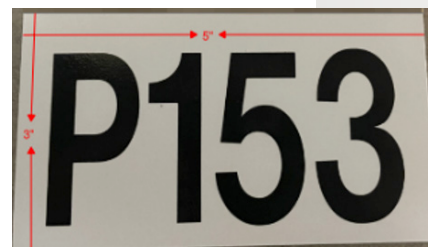
- > **Exterior Lit/Unlit** – This includes pole signs, monument, exterior wall signs, etc.
- > **Unit identification** – Unit plaques
- > **Interior Lit/Unlit** – This includes light box signs, and other branded signs inside the office.

### Unit Numbering

---

When installing new StorageMart plaques we should attempt to place the unit number adjacent to the latch/lock. This will enable you to catch the unit number in all lock cut pictures.

**NOTE:** When acquiring an existing property, we **should be** covering the old unit identification **IF** it is branded, otherwise, we do **NOT** need to replace it with plaques unless renumbering. Unit numbers are a 2 ¾" tall number in black vinyl which are to be placed on a white 3" X 5" plastic plaque (**example pictured**).



The plaque is to be adhered directly beside the unit latch/lock using approximately 4 small dots of “**PL Premium Construction Adhesive**” by **Loctite**.

Another type of signage that we should be on the lookout for is **unapproved signage**. We should not post any signage in the office, or anywhere else on site, that has not been previously approved for use by the marketing department. Any unapproved signage should be removed immediately, as this can be detrimental to branding, and could mislead customers.

**For more information regarding signage, contact the Marketing or Construction Department.**

- > Resources on signage can also be found on both the [Operations](#) and [Marketing](#) page on SharePoint.



## CapEx / Approved Products & Specifications / **Electrical:**

Caring for the electrical system at your site is crucial to ensure the safety of our employees and customers, important for the way our site looks at night, how its heated, cooled, lit, etc. and very important to keep our site performing as it should.

Categories that fall under “electrical” can include lighting, HVAC, high voltage and low voltage electrical systems, pump stations, septic systems, fire and life safety systems, burglar alarm systems, and more.



**Never work or attempt to repair any exposed wiring, damaged wiring, etc. without proper safety measures in place.**

Never work on any electrical system or component that you are unsure of and hire a licensed electrician instead. Electrical shock can result in injury or death.

**Electrical shock can result in injury or death.**

### Lighting

Lighting specifications can be broken into three categories for our purposes – **interior, exterior, and office/signage**. We will look at specifications of each in this section.

Listed below are general specs and standards for lighting.

- ☐ Record any lighting that is out so this can be repaired later. Lighting should not be out longer than 30 days in any part of your site, and should be **replaced/repaired** as soon as possible if lighting is being used in a **critical area**, i.e. stairwells, gate, office, etc.
- ☐ Any changes to lighting that include a significant change of fixtures **should include the Construction Department** to ensure standards on color and brightness are achieved.
- ☐ StorageMart standard lighting color temperature is between 5000k and 6500k. **Any deviations from this** need to have prior approval from the Marketing and/or Construction Department.

### Interior Hallway and Unit Lighting

- Hallways should be well lit, with lighting preferably in the middle of the hallway, to reduce shadows and increase visibility. Our current standard for new construction and conversion includes two 4-foot fluorescent style LED tube lights that are back-to-back so they create an 8-foot-long fixture with four total tube lights that can be changed out by our staff in-house. **This saves us money, as we don't have to hire an electrician** if a light goes out, as we would if we used a traditional LED strip style fixture.
- ☐ StorageMart interior lighting spec sheets can be found in the product sheets in the Document Library on [SharePoint](#).
  - ☐ Hallway lighting should not be out of operation for more than **30 days** for single bulbs/fixtures and should be repaired immediately if failed lighting causes a potentially dangerous situation for either our staff or customers due to dark or hazardous situations.
  - ☐ **LED conversions** should be approved through the **Construction Department** just in case the area in question is part of future planning for remix or conversion of units.

## CapEx / Approved Products & Specifications / **Electrical: CONTINUED**

### Exterior Lighting

---

- Exterior lighting should match as well as possible (some light fixtures can turn different colors based on age), **and any major exterior lighting upgrades should be approved by the Construction Department.** This is important both for marketing purposes as well as to ensure the fixtures you want to use will work within the electrical system.
- LED upgrades should use current specifications and can be found in the product sheets in the Document Library on [SharePoint](#).
- Exterior light fixtures should operate on a dawn to dusk sensor so they are off during the day and on at night. If your system is on a timer system, the timer should be on a regular schedule to ensure lights are on at night, and you should plan to change this system to work on a dawn to dusk system instead as soon as feasible.
- Drive Lanes should be well-lit, as this provides a sense of security to our customers, and also allows them to see inside their storage unit.

### Office/Signage Lighting

---

- Office lighting was chosen at the time of the acquisition of the site and any changes should be approved by the **Construction and/or Marketing Department.** Lighting changes to the office could affect the appearance of the office at night and conflict with branding standards.
- In general, lighting should be bright, so the office is **highly visible** to the public and should be left on 24 hours a day.
- **Light fixtures should all match,** and any office-wide changes should use lighting between 5000k and 6500k in color temperature throughout.
- Refer to the [Signage](#) section of this guide for more information on signage
- lighting, but signage should also be lit **24 hours per day** and should be working at all times.

**Please refer to this section often,** as we will update as better equipment becomes more available, higher quality, and we will remove items as they become obsolete.



## CapEx / Approved Products & Specifications / HVAC (Heating, Cooling, and Air Conditioning):

HVAC, or heating and cooling for short, refers to any system that conditions or changes the air. This can refer to furnaces, condensing units or heat pumps, humidifiers, chillers, boilers, bathroom exhaust fans, and many other systems. **In general**, any changes to air are usually part of an **HVAC system**.

These systems are an **important part** of our sites for our customers, as it provides them with a comfortable environment to store their items in and is also important to StorageMart because **they are willing to pay more for this environment**. However, these systems can be costly to operate and can cost much more in regard to the cost of operation and repairs if not **cared for properly**.

The StorageMart standard for room temperature in our climate-controlled areas is between **50 and 80 degrees Fahrenheit (10-26 degrees Celsius)**. This is a wide range for two reasons, the first being cost. If our systems only need to turn on when under 50 or over 80 degrees, **they cost less to operate**, and have a longer lifespan. This is also a comfortable enough temperature to use our facilities if you are a customer.



**Please follow the details below to ensure your systems work when you need them and are less costly to operate.**

- Any chillers, boilers, or 10-ton or above rooftop units, should be on a **regular PM schedule** and ☐ be serviced at least annually by a commercial HVAC company. **These are expensive systems that need extra attention from someone who specializes in this equipment.**



These will likely need to be on a yearly or multi-year service contract and this **should be reviewed by the Construction Department prior to signing them.**

- ☐ **HVAC systems 7.5 tons and lower** can be repaired and serviced as needed by a traditional HVAC company, and do not require a contract in most cases.

Air filters should be changed **every 6 months** and should have a maximum MERV rating of 8.

- ☐ **Filters are meant to protect the equipment** and are not intended to remove allergens, etc. in our facilities unless the equipment specifically calls for it.

Condensing unit coils should be cleaned in the **spring and fall** to remove debris and buildup. This will ensure the system can breathe. Airflow inside and outside is vital to operating efficiently.

- ☐ Think of the condensing coil fins as the external filter. Ensure power to the condensing unit is turned off prior to performing this task. If condensing units are located on a roof without access, you may need to hire a company to do this.



**FYI, rooftop units may only need to be cleaned once per year** due to less debris on the rooftop in most cases.

- ☐ The **office** should remain between **68 and 74 degrees Fahrenheit (20-23 degrees Celsius)** during operating hours.



## CapEx / Approved Products & Specifications / **Miscellaneous:**



**This section will cover any remaining items that pertain to CapEx not found in previous sections.**

In general, if you aren't sure if something is a CapEx item, **ask**. There have been many situations where invoices were not capitalized **when they could have been**, simply due to a **lack of information** that came with it when it was sent.

**As a rule of thumb, follow this statement** – If a repair or part replacement drastically increases the lifespan of the system or equipment it is contained in, it is likely a capital expense. If it is a repair that maintains the system and doesn't extend its lifespan, it's not. **If you aren't sure if it's a CapEx item, just ask the Construction Department.**

### **FF&E – Furniture, Fixtures, and Equipment**

The **basic definition of FFE** is any moveable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building.

This includes desks, shelving, golf carts, vacuum cleaners, etc. These items can be considered CapEx, as they are treated as individual assets and can be assigned a lifespan to estimate when they will need to be replaced.

**Golf Carts**, or customer limousines, as I've often heard it called here at StorageMart, are an important tool used to transport customers, and should be well maintained, and kept clean and presentable. Replacement golf carts should be battery operated, between two and six years old at the time of purchase unless it is in very good shape.

The lifespan of these items should be between **10 and 20 years**, depending on how well it is maintained.

### **Damaged Property and Insurance Claims**

In most cases, **damage to a site** can trigger a CapEx expense or CapEx project. Fires, floods, vehicle damage, break in damages and theft, etc. can be considered for CapEx. These types of incidents need to be reviewed by our insurance team to decide if they need to have a claim processed for them.

Contact the **Home Office** to report these incidents as soon as safely possible to do so, to ensure we are following **best practices**.

The **Construction Department** should also be notified to ensure the site is safe and meets minimum standards for safety during the response period of an event.

### **Other High-Cost Repair Items**

Again, there are **special circumstances** where the total cost of repairs to a certain part of your site could be considered CapEx. If you aren't sure, ask, but in general, if a high-cost repair (**generally over \$5,000**) is being completed at your site, **it may be CapEx** even if it doesn't meet **any of the categories** in this manual.

## CapEx / Approved Products & Specifications / **PCR/Lender Requirements:**

**This section** refers to CapEx projects completed to meet requirements set by lenders or oversight groups, with the construction department typically involved from start to finish.



If you receive requests for repairs or changes to your site by anyone outside of StorageMart, contact the Construction Department for further instruction.

These projects are unique and the Construction Department will be involved to ensure we complete this work as efficiently as possible.

- **PCR – Post Closing Review** – these are repairs required or information needed to satisfy requirements of lending entities after we purchase or refinance properties.

These projects can be expensive and unique in nature and should include the Home Office.

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**The required action is sometimes as simple as taking a photo,** but can also be a large construction project and these need to be completed in a way **that satisfies the requirement they are seeking, which can make these projects unique.**



## CapEx / Approved Products & Specifications / **Revenue Enhancing:**

**Revenue Enhancing** capital expenditures are projects that will allow the store to **increase revenue by raising rates, increasing occupancy or increasing square footage.**

□ **example:**

Climate control conversions, expansions, and portables are examples of revenue enhancement that would **increase revenue** by raising rates or adding square footage.

□ **example:**

The re-configuring of units to make more of one size of a unit that is in high demand is an example of revenue enhancement that would **increase occupancy.**

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**The first step in completing a revenue enhancing project is to first determine the feasibility of the project.**

There are many factors that go into figuring out if your project will actually generate more income than it did previously, and these should be carefully considered prior to beginning any project.

Things like construction costs, current financial health of the real estate market, permitting, zoning, and local codes can all stop a project in its tracks if not considered beforehand.

The way we do this is by figuring out the project's **return on investment, or ROI.**

The ROI will give you an estimated value on the investment of completing the project when compared with the difference in the amount of money you were making before the project began and after the project was completed.



**Let's go over a simplified example on the following page.**





## CapEx / Approved Products & Specifications / **Revenue Enhancing:** **CONTINUED**

# ROI example:

- 10x20 prior to unit remix makes \$120 per month

Total cost to turn this into two 10x10 units that make \$90 per month is \$1000

- 
- Total money made before is \$120 per month

Total money made after is \$180 per month

- 
- Difference is \$60/month, or \$720 per year

Cost is \$1000 to convert them

**In this scenario you would divide 720 by 1000 to get your return on investment**

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**This would be a 72% return on investment in one year, which is a very good return.**

- > **In a typical situation**, anything greater than a 20% return on investment is a good investment, as this allows you to make money on the investment without risk playing as large of a role as it would in say a 5% return on investment.

- > Prices fluctuate, rates increase and decrease, and you can't predict everything with certainty, so **making sure you can afford the loss** if something does go wrong is different for every company, and at times for each project.

- > Using **up to date information**, as well as the resources you have available from the **home office** and on our **website** will ensure you are removing as much guess work as possible, and making a smart decision when **beginning a revenue enhancing project**.

## CapEx / Approved Products & Specifications / **Revenue Enhancing: Portables**

**Portable storage units**, sometimes called “pods” or “portables” are a way on some sites to help us increase revenue with space that **might not be suitable for** expansion projects, but is otherwise extra or wasted space.

- Our current supplier is **Boxwell**.

Specifications, as well as an unloading, build, and care

- guide can be found on the [Operations Department's SharePoint site.](#)



**If you think your site has a good place to build portables in** – for example, paid parking that hasn't rented in a long time or empty gravel or paved areas, and the area could fit 12 or more 8ftx20ft each (roughly 2000 sqft total for 12) portables, **you could potentially use portables there to generate additional income.**

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# CAP EX /

StorageMart Capital Expenditure (CapEx) Manual

**2025-2026 Fiscal Year**