Supply Warehouse – Unpacking Assistance Program

Begin Process

1.0
Choose schools for unpacking assistance

2.0
Create an unpacking schedule and deliver schedule to schools

3.0
Confirm delivery date with school secretary

4.0
Send unpacking assistance information to schools

5.0
Pull orders at the warehouse

6.0
Deliver orders to schools as scheduled

7.0
Create two unpacking teams

8.0
Unpacking teams arrive at school, locate supplies, and get school map for room deliveries

9.0
Supplies are separated by order number

10.0
Supplies in crates are delivered to the rooms and unpacked

11.0
Verify packing list count of skid supplies

12.0
Does list count match actual count?

NO

13.0
Make a list of any missing supplies and deliver list to warehouse for replacement

YES

14.0
Make a list of any extra (overage) items and return them to the warehouse

15.0
Deliver supplies to specified rooms

16.0
Give all packing lists to school secretary or building service manager

End Process

🟢 To Details

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3.   PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0:   Choose schools for unpacking assistance

Schools chosen include all elementary and new schools.

Step 2.0:   Create an unpacking schedule and deliver schedule to schools

Usually the schedule allows for 4 schools unpacked per day.

Step 3.0:   Confirm delivery date with school secretary

Changes can be made to schedule as needed.

Step 4.0:   Send unpacking assistance information to schools

Step 5.0:   Pull orders at the warehouse

Make a packing list and call or email school to remind them of order delivery.

Step 6.0:   Deliver orders to schools as scheduled

Step 7.0:   Create two unpacking teams

Step 8.0:   Unpacking teams arrive at school, locate supplies, and get school map for room deliveries

Step 9.0:   Supplies are separated by order number

Step 10.0: Supplies in crates are delivered to the rooms and unpacked

Step 11.0: Verify packing list count of skid supplies

Step 12.0: Does list count match actual count?

Step 13.0: Make a list of any missing supplies and deliver list to warehouse for replacement

Step 14.0: Make a list of any extra (overage) items and return them to the warehouse

Return overage supplies to warehouse and put back in stock.

Step 15.0: Deliver supplies to specified rooms

Step 16.0: Give all packing lists to school secretary or building service manager

Return to Key Process