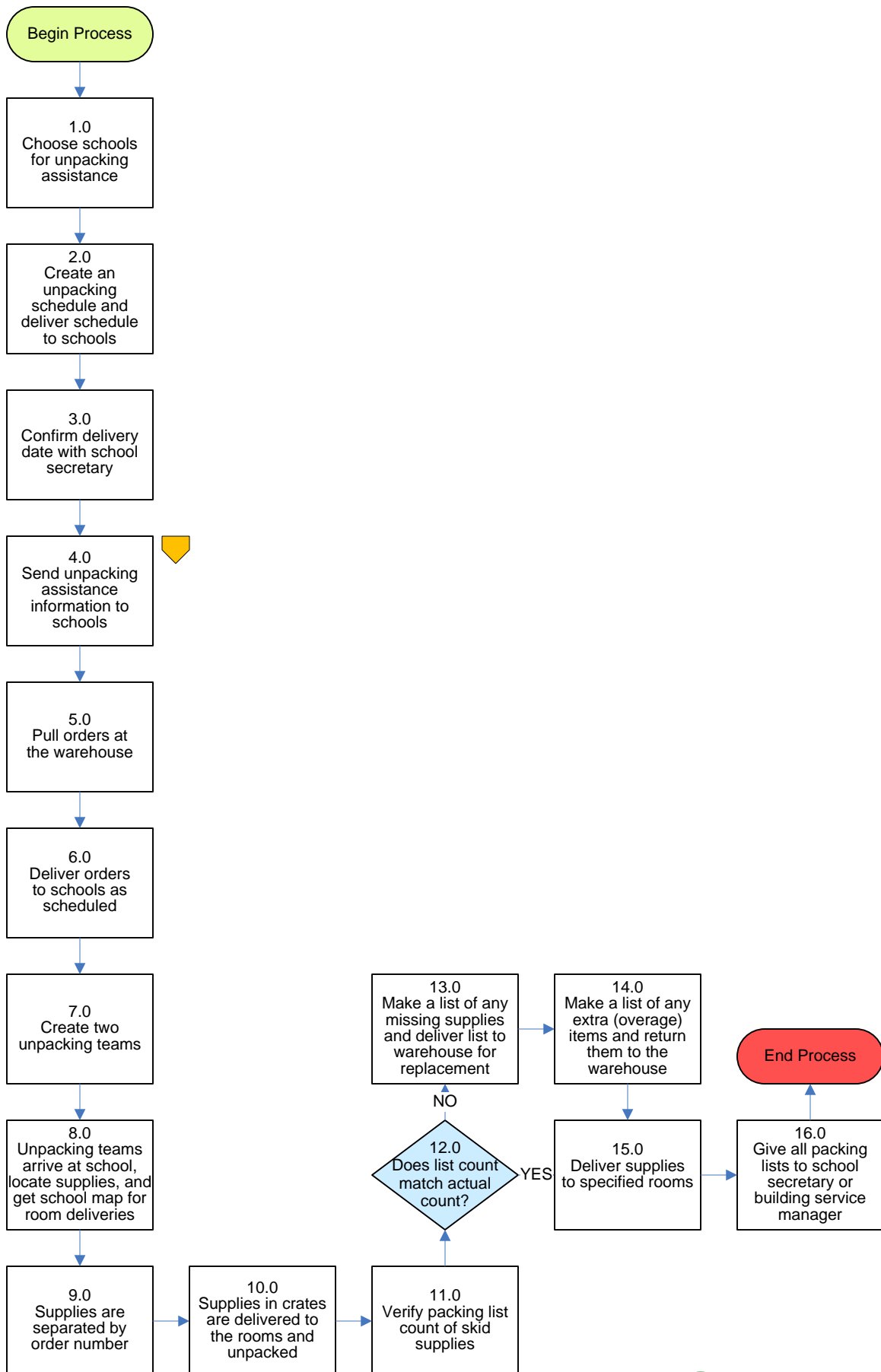


Supply Warehouse – Unpacking Assistance Program



 To Details

Supply Warehouse – Unpacking Assistance Program

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