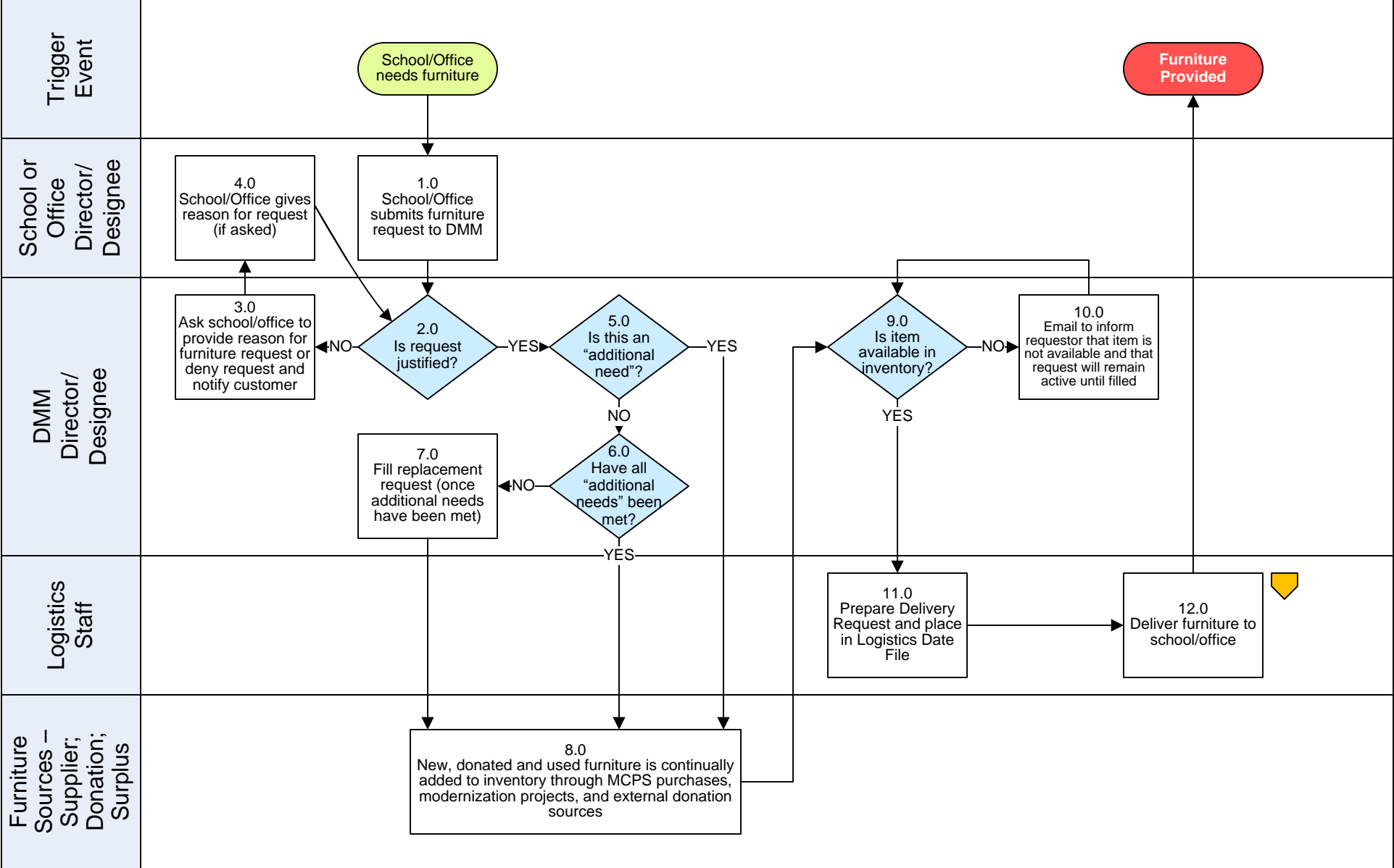
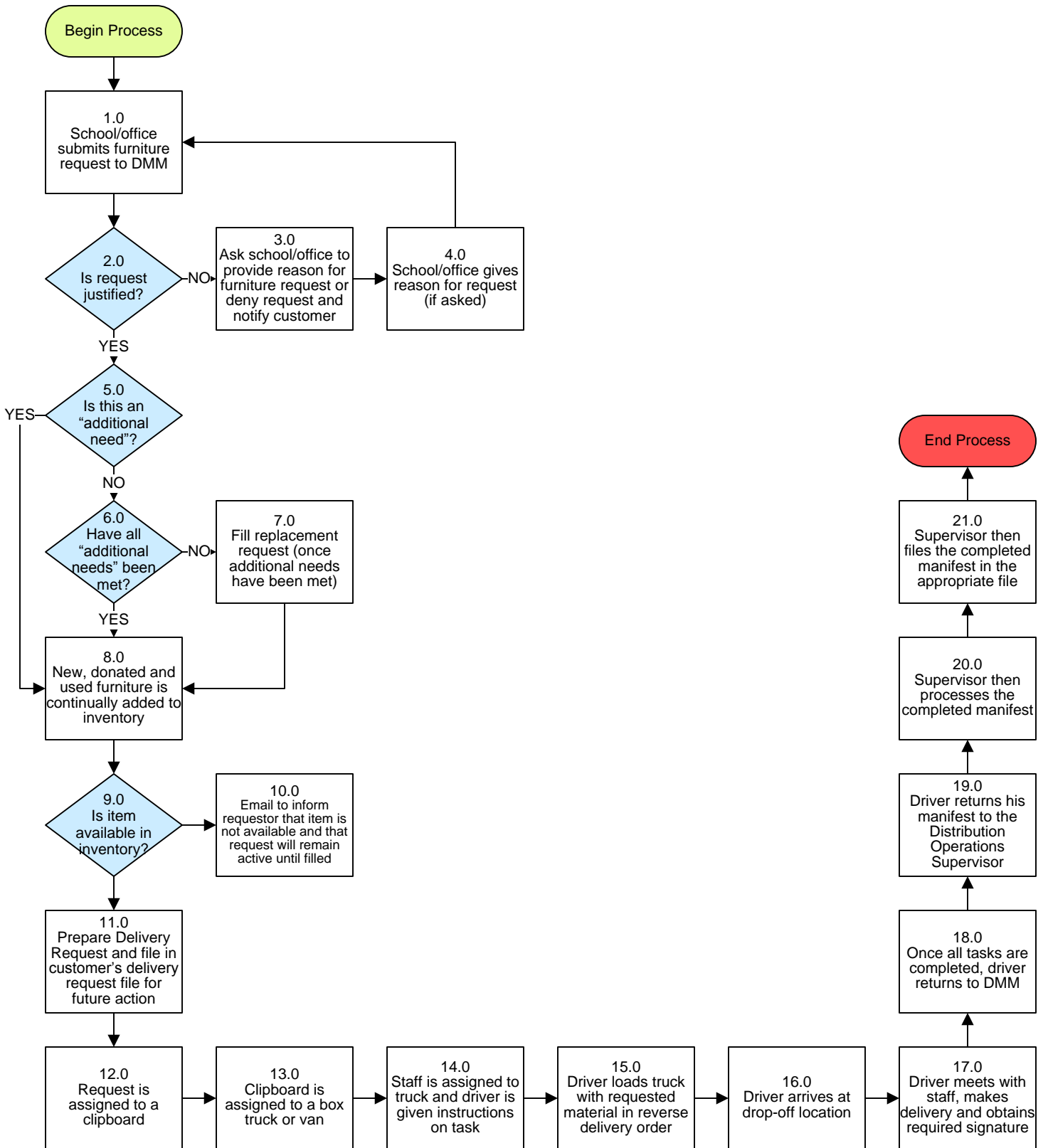


# Logistical Services: Furniture Request Process



## Logistical Services – Furniture Request Process



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## Logistical Services – Furniture Request Process

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: School/Office submits furniture request to DMM**

**Step 2.0: Is request justified?**

If yes, skip to step 5.0. If no, proceed to step 3.0.

**Step 3.0: Ask school/office to provide reason for furniture request or deny request and notify customer**

The justification of a request is determined at DMM's discretion. Either the school may be asked to provide reasons to justify the request or the request may be denied. If the request is denied the school/office must be notified with an explanation.

**Step 4.0: School/Office gives reason for request**

Once this step is completed, return to step 2.0.

**Step 5.0: Is this an "additional need"?**

If no, proceed to step 6.0. If yes, skip to step 8.0.

**Step 6.0: Have all "additional needs" been met?**

If no, proceed to step 7.0. If yes, skip to step 8.0.

**Step 7.0: Fill replacement request (once all additional needs have been met)**

**Step 8.0: New, donated and used furniture is continually added to Inventory**

MCPS obtains new and used furniture through regular purchases, modernization projects, and external donation sources.

**Step 9.0: Is item available in inventory?**

If yes, skip to step 11.0. If no, proceed to step 10.0.

**Step 10.0: Email to inform requestor that item is not available and that request will remain active until filled**

Return to step 9.0 until item is available and request can be filled.

**Step 11.0: Prepare Delivery Request and file in customer's delivery request file for future action**

Placing in the delivery request file will notify driver of scheduled furniture delivery date.



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**Step 12.0: Request is assigned to a clipboard**

**Step 13.0: Clipboard is assigned to a box truck or van**

Assign clipboards by the amount of material or job functions to be performed.

**Step 14.0: Staff is assigned to truck and driver is given instructions on task**

If yes, skip to step 5.0. If no, proceed to step 3.0.

**Step 15.0: Driver loads truck with requested material in reverse delivery order**

Driver processes new furniture when loading if necessary.

**Step 16.0: Driver arrives at drop-off location**

**Step 17.0: Driver meets with staff, makes delivery and obtains required signature**

**Step 18.0: Once all tasks are completed, driver returns to DMM**

**Step 19.0: Driver returns his manifest to the Distribution Operations Supervisor**

**Step 20.0: Supervisor then processes the completed manifest**

Data from the completed manifest is stored in an excel database.

**Step 21.0: Supervisor then files the completed manifest in the appropriate file**



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