

**Department of Materials Management
Summer 2009 Unpacking Assistance**

**Published:
June 17, 2009**

SCHOOL	DATE
Arcola Elementary	6/30
Ashburton Elementary	6/22
Bannockburn Elementary	6/19
Barnsley, Lucy V. Elementary	7/31
Beall Elementary	8/4
Bel Pre Elementary	7/2
Bells Mill Elementary	8/5
Belmont Elementary	7/16
Bethesda Elementary	8/5
Beverly Farms Elementary	7/24
Bradley Hills Elementary	7/17
Broad Acres Elementary	7/9
Brooke Grove Elementary	7/15
Brookhaven Elementary	8/12
Brown Station Elementary	7/22
Burning Tree Elementary	6/19
Burnt Mills Elementary	7/7
Burtonsville Elementary	7/6
Candlewood Elementary	7/16
Cannon Road Elementary	8/13
Carderock Springs Elementary	7/23
Carson, Rachel Elementary	8/7
Cashell Elementary	8/6
Cedar Grove Elementary	6/24
Chevy Chase Elementary	6/30
Clarksburg Elementary	8/7
Clearspring Elementary	6/24
Clopper Mill Elementary	6/29
Cloverly Elementary	7/15
Cold Spring Elementary	7/24
College Gardens Elementary	8/4
Cresthaven Elementary	8/13
Daly, Capt James E. Elementary	7/13
Damascus Elementary	8/7
Darnestown Elementary	7/22
Diamond Elementary	7/22
Drew, Dr. Charles R. Elementary	7/14
DuFief Elementary	7/20
East Silver Spring Elementary	7/28
Fairland Elementary	7/14
Fallsmead Elementary	7/27
Farmland Elementary @ North Lake	8/5
Fields Road Elementary	7/20
Flower Hill Elementary	7/17
Flower Valley Elementary	8/3
Forest Knolls Elementary	7/8
Fox Chapel Elementary	7/10
Galway Elementary	8/6
Garrett Park Elementary	7/29
Georgian Forest Elementary	7/1
Germantown Elementary	6/26

INSTRUCTIONS:

The Department of Materials Management (DMM) provides unpacking assistance for summer orders.

MCPS summer programs were taken into consideration when DMM formed the date schedule.

Please review your unpacking date and ensure that the unpacking room is not being used by another group.

Email Francis_E_Beckwith@mcps.org or phone 301- 279-3346, by June 2nd to confirm and give him the contact name for unpacking.

Notify your building service manager of the unpacking date.

If Summer School is assigned to your school and would interfere with this service, please contact Francis Beckwith as soon as possible for rescheduling.

The Unpacking Team will call the school 1-2 days in advance of their arrival.

Supplies will arrive 1-2 days in advance of the unpacking team. Do not disturb the skids of supplies before the team arrives.

Unlock all the rooms and closets in which the supplies are to be placed.

Provide a map of the school for the unpacking team about two weeks before the scheduled delivery.

Provide a large room or area for the unpacking team.

Allow the team to use the school's elevator.

Secure the room before the team leaves the school.

Schools are responsible for U-boats & crates left by team until DMM returns for pickup.

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Gibbs, Jr. William B. Elementary	8/10
Glen Haven Elementary	7/27
Glenallan Elementary	7/1
Goshen Elementary	6/25
Great Seneca Creek Elementary	6/22
Greencastle Elementary	7/2
Greenwood Elementary	7/15
Harmony Hills Elementary	8/14
Highland Elementary	7/1
Highland View Elementary	7/28
Jackson Road Elementary	6/29
Jones Lane Elementary	7/21
Kemp Mill Elementary	6/30
Kensington Parkwood Elementary	7/30
Lake Seneca Elementary	7/13
Lakewood Elementary	7/27
Laytonsville Elementary	6/24
Little Bennett Elementary	8/6
Longview School	6/26
Luxmanor Elementary	8/12
Maryvale Elementary	8/3
Matsunaga Elementary	6/26
McAuliffe, S. Christa Elementary	7/13
McNair, Ronald A. Elementary	6/25
Meadow Hall Elementary	8/3
Mill Creek Towne Elementary	7/16
Monocacy Elementary	6/23
Montgomery Knolls Elementary	7/9
New Hampshire Estates Elementary	8/11
North Chevy Chase Elementary	7/30
Oak View Elementary	7/8
Oakland Terrace Elementary	7/31
Olney Elementary	7/14
Page, William T. Elementary	8/14
Pine Crest Elementary	8/13
Piney Branch Elementary	7/29
Poolesville Elementary	6/23
Potomac Elementary	7/23
R.I.C.A.	8/17
Resnik, Judith A. Elementary	7/10
Ride, Dr. Sally K. Elementary	8/6
Ritchie Park Elementary	7/24
Rock Creek Forest Elementary	7/29
Rock Creek Valley Elementary	6/29
Rock View Elementary	8/4
Rockwell, Lois P. Elementary	6/23
Rolling Terrace Elementary	7/28
Rosemary Hills Elementary	7/30
Rosemont Elementary	8/10
Sandburg, Carl Learning Center	8/3
Sequoyah Elementary	7/16
Seven Locks Elementary	7/23
Sherwood Elementary	7/15

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Shriver, R. Sergeant Elementary	8/11
Sligo Creek Elementary	7/27
Somerset Elementary	8/14
South Lake Elementary	7/9
Stedwick Elementary	7/10
Stephen Knolls School	7/28
Stone Mill Elementary	7/21
Stonegate Elementary	7/14
Strathmore Elementary	7/2
Strawberry Knoll Elementary	7/17
Summit Hall Elementary	7/20
Takoma Park Elementary @ Grosvenor	8/5
Thurgood Marshall Elementary	8/11
Travilah Elementary	7/21
Twinbrook Elementary	8/12
Viers Mill Elementary	7/31
Washington Grove Elementary	8/10
Waters Landing Elementary	7/13
Watkins Mill Elementary	8/11
Wayside Elementary	7/23
Weller Road Elementary	8/14
Westbrook Elementary	6/18
Westover Elementary	7/7
Wheaton Woods Elementary	6/29
Whetstone Elementary	7/9
Wood Acres Elementary	7/17
Woodfield Elementary	6/25
Woodlin Elementary	7/29
Wyngate Elementary	6/22