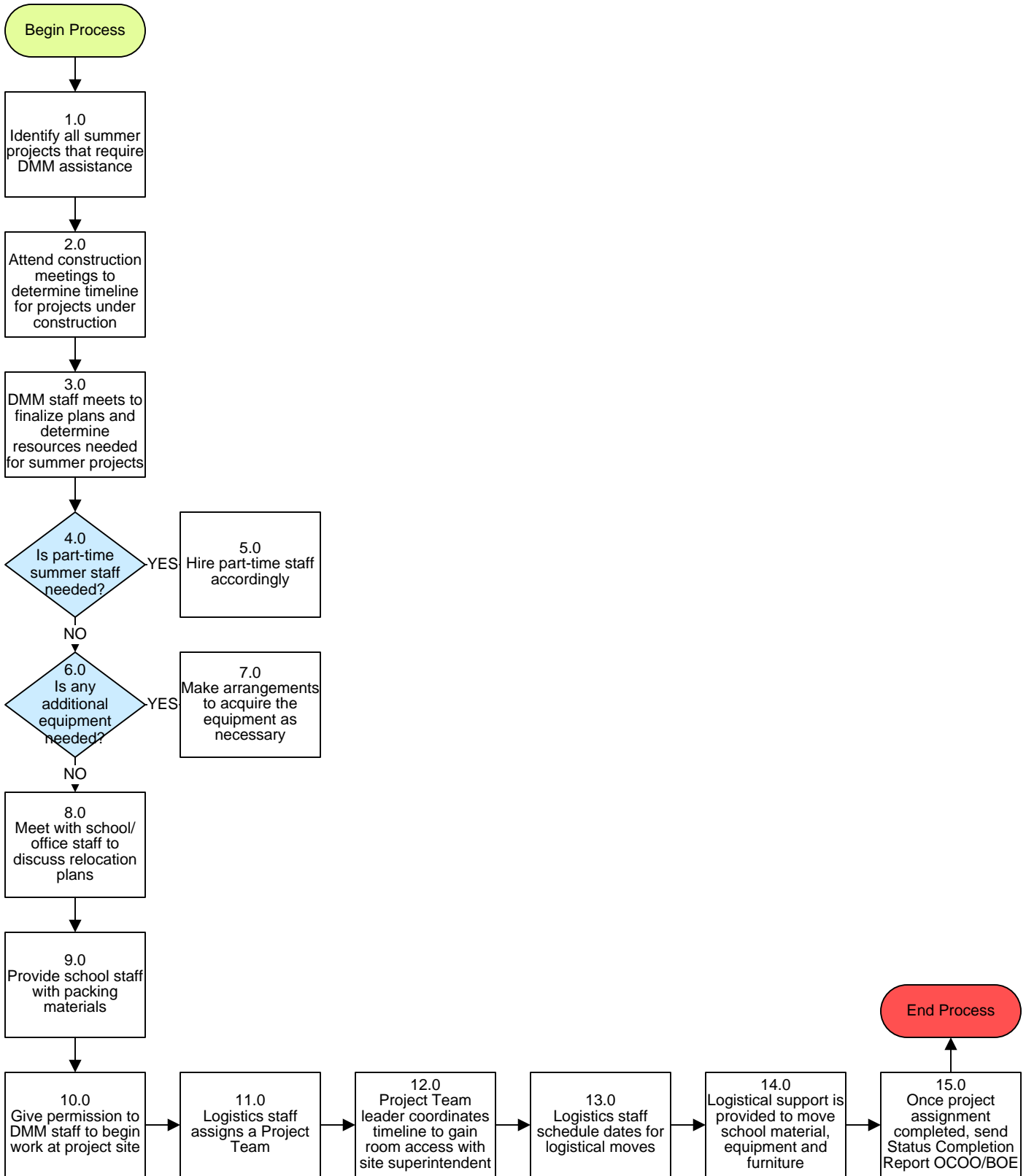


Logistical Services – Summer Projects – Capital Construction Logistics



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Logistical Services – Summer Projects – Capital Construction Logistics

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Identify all summer projects that require DMM assistance

Step 2.0: Attend construction meetings to determine timeline for projects under construction

Determine when we will have access to the new buildings and can perform requested work. Also, determine the contractor's projected date of completion. Lastly, determine the deadlines for DMM to have existing buildings emptied so that contractors can begin work.

Step 3.0: DMM staff meets to finalize plans and determine resources needed for summer projects

Step 4.0: Is part-time summer staff needed?

If yes, proceed to step 5.0. If no, skip to step 6.0.

Step 5.0: Hire part-time staff accordingly

Step 6.0: Is any additional equipment needed?

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

Step 7.0: Make arrangements to acquire the equipment as necessary

Step 8.0: Meet with school/office staff to discuss relocation plans

Step 9.0: Provide school staff with packing materials

Step 10.0: Give permission to DMM staff to begin work at project site

Step 11.0: Logistics staff assigns a Project Team

Step 12.0: Project Team leader coordinates timeline to gain room access with site superintendent

Step 13.0: Logistics staff schedule dates for logistical moves

Determine dates for moving in, processing and installing new furniture.

Step 14.0: Logistical support is provided to move school material, equipment and furniture

Additional staff, vehicles, and trailers are provided to complete the move from location A to location B.

Step 15.0: Once project assignment completed, send Status Completion Report OCOO/BOE

Send the Status Completion Report to the Office of the Chief Operating Officer/Board of Education (OCO/BOE).



Return to Key Process