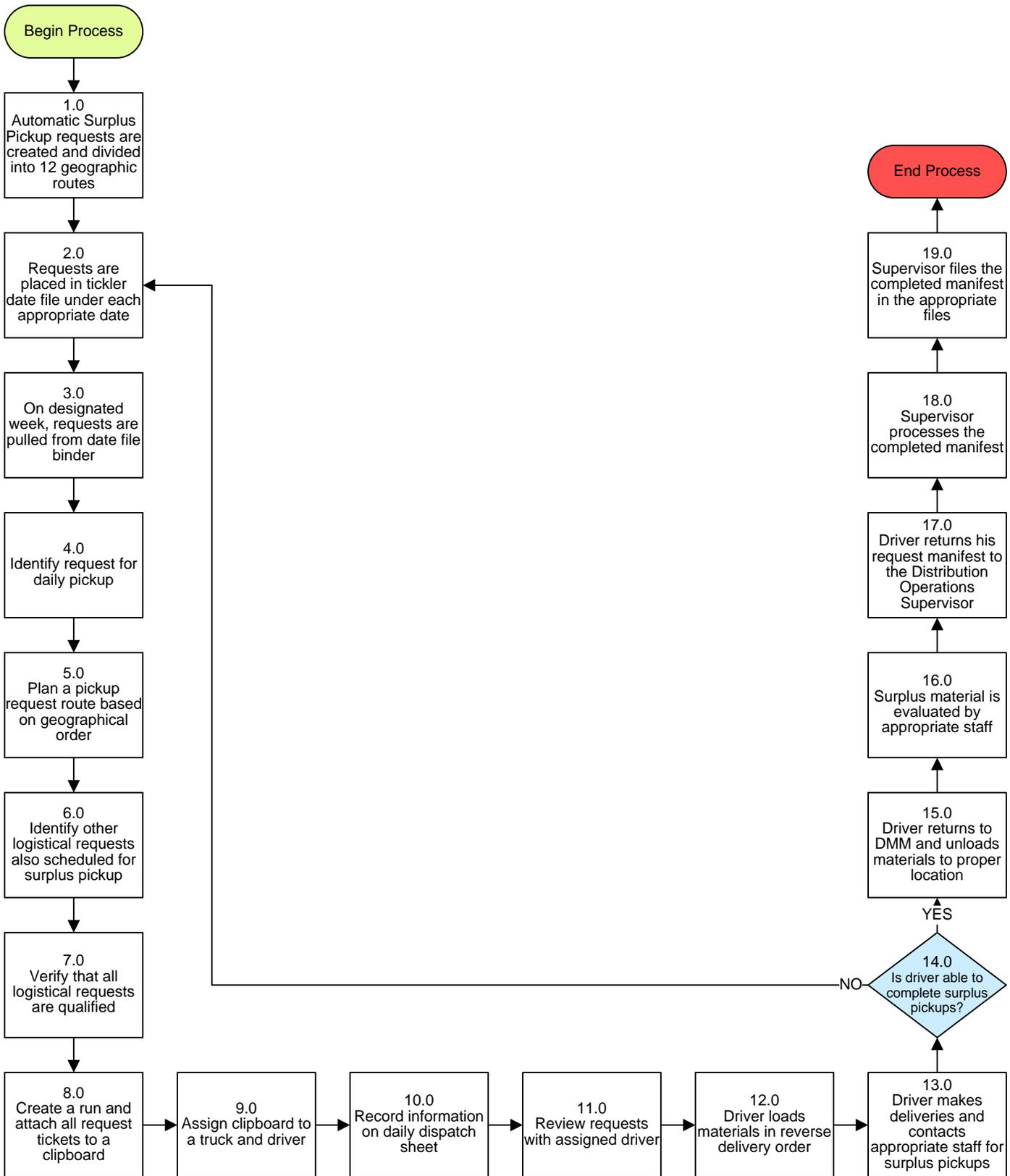


Logistical Services – Surplus Pickup Program



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Logistical Services – Surplus Pickup Program

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Automatic Surplus Pickup requests are created and divided into 12 geographic routes

Step 2.0: Requests are placed in tickler date file under each appropriate date

Attach any emailed special pickup requests from schools to the automatic surplus pickup request.

Step 3.0: On designated week, requests are pulled from date file binder

Step 4.0: Identify request for daily pickup

There are five working days scheduled to complete each surplus pickup route. Surplus requests are scheduled daily according to priorities and work load.

Step 5.0: Plan a pickup request route based on geographical order

Step 6.0: Identify other logistical requests also scheduled for surplus pickup

Step 7.0: Verify that all logistical requests are qualified

Qualified logistical requests include requests for the following: supplies, textbooks, property, furniture deliveries, and transfers.

Step 8.0: Create a run and attach all request tickets to a clipboard

Step 9.0: Assign a clipboard to a truck and driver

Step 10.0: Record information on daily dispatch sheet

Step 11.0: Review requests with assigned driver

Step 12.0: Driver loads materials in reverse delivery order

Step 13.0: Driver makes deliveries and contacts appropriate staff for Surplus pickups

Drivers have been instructed to check with the building services manager, staff in the main office, and staff in the media center to obtain surplus materials.

Step 14.0: Is driver able to complete surplus pickups?

If no, return to step 3.0 to reschedule pickup. If yes, proceed to step 15.0.



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Step 15.0: Driver returns to DMM and unloads materials to proper location

Furniture is unloaded onto storage trailers, shredded material go to the Shredding Program, discarded books go to the textbook department, TVs and audio visual equipment go to the property section, and computer equipment goes to the Recycling Center at 662 N. Stonestreet Avenue.

Step 16.0: Surplus material is evaluated by appropriate staff

Furniture and equipment deemed reusable are put into storage for future use. Furniture and equipment deemed non-usable are then evaluated for type of disposal. Types of disposal include: material auctions, recycling, and non-recyclable trash. Non-recyclable trash is sent to the Shady Grove Annex.

Step 17.0: Driver returns his request manifest to the Distribution Operations Supervisor

Step 18.0: Supervisor processes the completed manifest

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

Step 19.0: Supervisor files the completed manifest in the appropriate files

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