



Department of Materials Management Summer 2019 Unpacking Assistance Schedule

| SCHOOL | DATE |
|----------------------------------|------|
| Arcola Elementary | 6/17 |
| Ashburton Elementary | 8/21 |
| Bannockburn Elementary | 6/25 |
| Barnsley, Lucy V. Elementary | 8/19 |
| Beall Elementary | 6/28 |
| Bel Pre Elementary | 8/15 |
| Bells Mill Elementary | 6/19 |
| Belmont Elementary | 8/6 |
| Bethesda Elementary | 6/20 |
| Beverly Farms Elementary | 6/21 |
| Bradley Hills Elementary | 6/20 |
| Brooke Grove Elementary | 8/6 |
| Brookhaven Elementary | 7/8 |
| Brown Station Elementary | 7/18 |
| Burning Tree Elementary | 6/18 |
| Burnt Mills Elementary | 7/8 |
| Burtonsville Elementary | 8/2 |
| Candlewood Elementary | 8/19 |
| Cannon Road Elementary | 8/2 |
| Carderock Springs Elementary | 6/18 |
| Carson, Rachel Elementary | 7/11 |
| Cashell Elementary | 8/7 |
| Cedar Grove Elementary | 7/15 |
| Chevy Chase Elementary | 6/24 |
| Clarksburg Elementary | 7/16 |
| Clarksburg Village Elementary #2 | 8/22 |
| Clearspring Elementary | 7/16 |
| Clopper Mill Elementary | 7/10 |
| Cloverly Elementary | 8/8 |
| Cold Spring Elementary | 6/19 |
| College Gardens Elementary | 6/26 |
| Cresthaven Elementary | 8/16 |
| Daly, Capt James E. Elementary | 7/23 |
| Damascus Elementary | 7/16 |
| Darnestown Elementary | 7/19 |
| Diamond Elementary | 7/18 |
| Drew, Dr. Charles R. Elementary | 8/9 |
| DuFief Elementary | 7/11 |
| East Silver Spring Elementary | 7/31 |
| Fairland Elementary | 8/9 |
| Fallsmead Elementary | 6/19 |
| Farmland Elementary | 6/21 |
| Fields Road Elementary | 7/11 |
| Flower Hill Elementary | 7/12 |
| Flower Valley Elementary | 7/1 |
| Forest Knolls Elementary | 7/3 |
| Fox Chapel Elementary | 8/13 |
| Gaithersburg Elementary | 7/23 |
| Galway Elementary | 8/12 |
| Garrett Park Elementary | 6/27 |
| Georgian Forest Elementary | 8/19 |
| Germantown Elementary | 8/13 |
| Gibbs, Jr. William B. Elementary | 8/20 |
| Glen Haven Elementary | 6/27 |

Dates subject to change

INSTRUCTIONS:

The Department of Materials Management (DMM) provides unpacking assistance to elementary schools for their summer orders.

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

Please note your unpacking date and ensure that the room you select for unpacking is available all day on your unpacking date.

Please email Pamela Sier, business analyst supervisor, at: Pamela_S_Sier@mcpsmd.org or phone 301-279-3346, by May 17 to confirm and give her the contact name for unpacking.

Notify your building service manager of the unpacking date.

The Unpacking Team will call or email 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.**

- Select and reserve a large room or area for the unpacking team.
- Provide a map of the school for the unpacking team.
- Allow the team to use the school's elevator.
- Unlock all the rooms and closets in which the supplies are to be placed.
- Secure the room before the team leaves the school.

Schools are responsible for securing U-boats, dollies and crates left by the unpacking team until DMM returns to pick them up.



Department of Materials Management Summer 2019 Unpacking Assistance Schedule

continued from page 1

| SCHOOL | DATE |
|----------------------------------|------|
| Glenallan Elementary | 6/28 |
| Goshen Elementary | 7/9 |
| Great Seneca Creek Elementary | 7/19 |
| Greencastle Elementary | 8/12 |
| Greenwood Elementary | 8/8 |
| Harmony Hills Elementary | 7/25 |
| Highland Elementary | 7/5 |
| Highland View Elementary | 7/31 |
| Jackson Road Elementary | 8/16 |
| Jones Lane Elementary | 8/14 |
| Kemp Mill Elementary | 7/29 |
| Kensington Parkwood Elementary | 7/25 |
| Lake Seneca Elementary | 7/22 |
| Lakewood Elementary | 8/14 |
| Laytonsville Elementary | 8/5 |
| Leleck at Broad Acres Elementary | 7/29 |
| Little Bennett Elementary | 7/17 |
| Longview School | 7/22 |
| Luxmanor Elementary | 7/24 |
| Marshall, Thurgood Elementary | 7/11 |
| Maryvale Elementary | 7/24 |
| Matsunaga Elementary | 7/22 |
| McAuliffe, S. Christa Elementary | 8/22 |
| McNair, Ronald A. Elementary | 7/23 |
| Meadow Hall Elementary | 8/1 |
| Mill Creek Towne Elementary | 7/17 |
| Monocacy Elementary | 7/15 |
| Montgomery Knolls Elementary | 7/3 |
| New Hampshire Estates Elementary | 7/26 |
| North Chevy Chase Elementary | 6/24 |
| Oak View Elementary | 7/5 |
| Oakland Terrace Elementary | 7/2 |
| Olney Elementary | 8/20 |
| Page, William T. Elementary | 7/30 |
| Pine Crest Elementary | 7/3 |
| Piney Branch Elementary | 7/30 |
| Poolesville Elementary | 7/15 |
| Potomac Elementary | 6/25 |
| R.I.C.A. | 7/19 |
| Resnik, Judith A. Elementary | 8/5 |
| Ride, Dr. Sally K. Elementary | 8/20 |
| Ritchie Park Elementary | 6/19 |
| Rock Creek Forest Elementary | 6/26 |

| SCHOOL | DATE |
|---------------------------------|------|
| Rock Creek Valley Elementary | 7/1 |
| Rock View Elementary | 7/8 |
| Rockwell, Lois P. Elementary | 7/16 |
| Rolling Terrace Elementary | 7/26 |
| Roscoe Nix Elementary | 6/17 |
| Rosemary Hills Elementary | 6/27 |
| Rosemont Elementary | 6/21 |
| Rustin, Bayard ES | 7/24 |
| Sandburg, Carl Learning Center | 7/2 |
| Sequoyah Elementary | 8/7 |
| Seven Locks Elementary | 6/18 |
| Sherwood Elementary | 8/8 |
| Shriver, R. Sergeant Elementary | 8/1 |
| Singer, Flora M. Elementary | 7/2 |
| Sligo Creek Elementary | 7/31 |
| Somerset Elementary | 6/24 |
| South Lake Elementary | 7/9 |
| Stedwick Elementary | 7/9 |
| Stephen Knolls School | 7/30 |
| Stone Mill Elementary | 7/10 |
| Stonegate Elementary | 8/8 |
| Strathmore Elementary | 8/15 |
| Strawberry Knoll Elementary | 7/10 |
| Summit Hall Elementary | 8/21 |
| Takoma Park Elementary | N/A |
| Travilah Elementary | 7/10 |
| Twinbrook Elementary | 8/1 |
| Viers Mill Elementary | 7/1 |
| Washington Grove Elementary | 8/13 |
| Waters Landing Elementary | 7/19 |
| Watkins Mill Elementary | 8/14 |
| Wayside Elementary | 6/20 |
| Weller Road Elementary | 7/29 |
| Westbrook Elementary | 6/25 |
| Westover Elementary | 8/12 |
| Wheaton Woods Elementary | 7/25 |
| Whetstone Elementary | 7/12 |
| Wims, Wilson Elementary | 7/17 |
| Wood Acres Elementary | 6/25 |
| Woodfield Elementary | 7/15 |
| Woodlin Elementary | 8/21 |
| Wyngate Elementary | 6/20 |