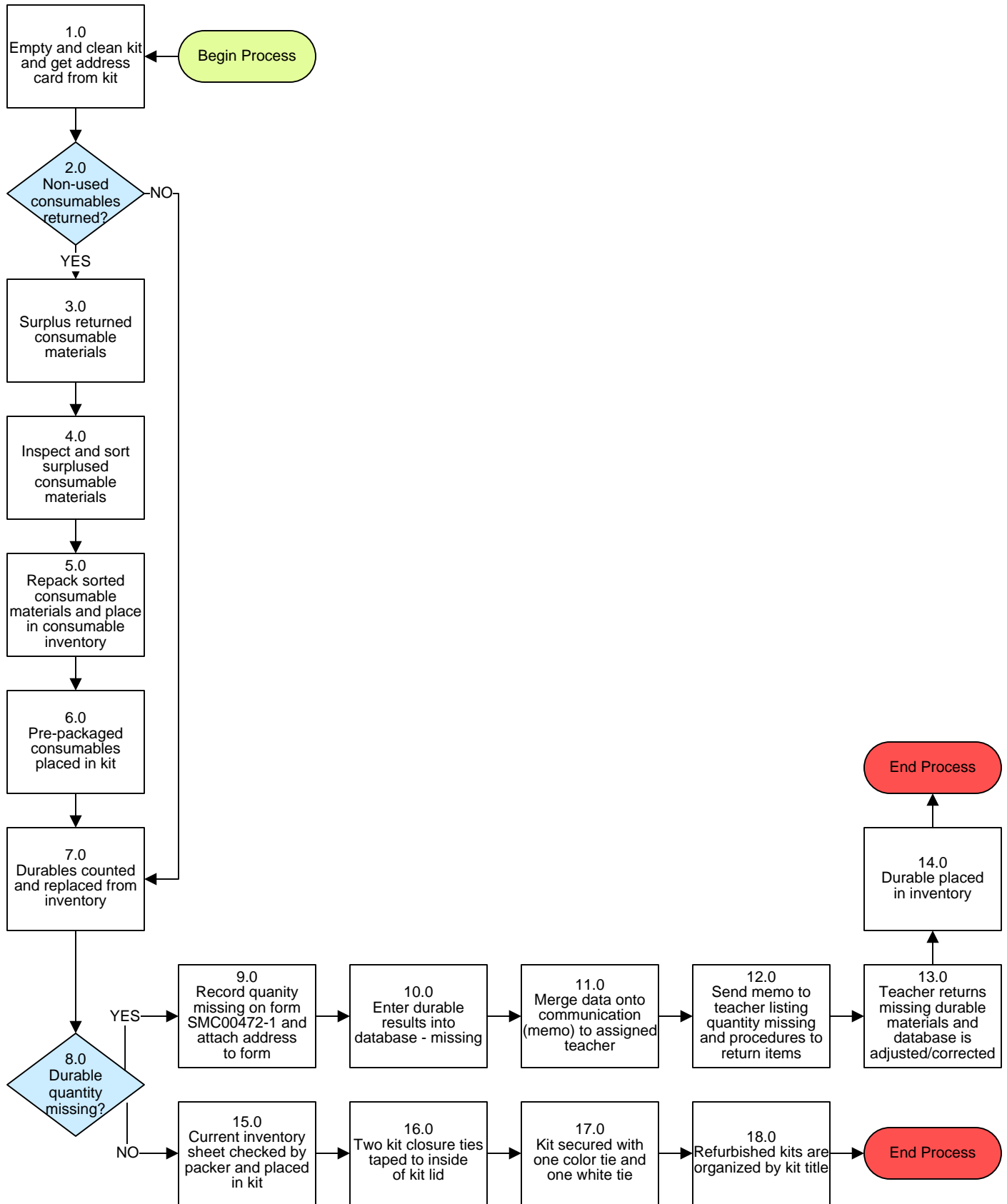


## Taylor Science Materials Center – Kit Refurbishment Process



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## Taylor Science Materials Center – Kit Refurbishment Process

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

#### **Step 1.0: Empty and clean kit and get address card from kit**

This process is completed in Summer/mid-November/late December to January/Spring.

#### **Step 2.0: Non-used consumables returned?**

If yes, proceed to Step 3.0. If no, skip to Step 7.0.

#### **Step 3.0: Surplus returned consumable materials**

#### **Step 4.0: Inspect and sort surplus consumable materials**

#### **Step 5.0: Repack sorted consumable materials and place in consumable inventory**

#### **Step 6.0: Pre-packaged consumables place in kit**

#### **Step 7.0: Durables counted and replaced from inventory**

#### **Step 8.0: Durable quantity missing?**

If yes, proceed to Step 9.0. If no, skip to Step 15.0.

#### **Step 9.0: Record quantity missing on form SMC00472-1 and attach address to form**

#### **Step 10.0: Enter durable results into database - missing**

This step is completed in late August/mid-December/early April.

#### **Step 11.0: Merge data onto communication (memo) to assigned teacher**

#### **Step 12.0: Send memo to teacher listing quantity missing and procedures to return items**

#### **Step 13.0: Teacher returns missing durable materials and database is adjusted/corrected**

#### **Step 14.0: Durable placed in inventory**

#### **Step 15.0: Current inventory sheet checked by packer and placed in kit**

#### **Step 16.0: Two kit closure ties taped to inside of kit lid**

#### **Step 17.0: Kit secured with one color tie and one white tie**

#### **Step 18.0: Refurbished kits are organized by kit title**