

Warehouse Protocol

- **Hours of Operation;** The warehouse will receive packages between the hours of 9:00 am – 3:30 pm Monday – Friday.
- The Warehouse is not air conditioned but is ventilated with exhaust and standard fans to keep heat and humidity under control.
- All campuses will place their own orders for materials and supplies.
- Packages received complete will go out for delivery from 7:00 am – 9:00 am Monday – Friday the next day. We recommend that a designated point in your building be determined this way packages being delivered can be found there if no one is available to receive them. *(We also recommend that it be where a camera can pick up this area)*
- Packages received on Friday after 9:00 am will be delivered the following Monday morning *(unless the warehouse is given a specified time for delivery via email or by work order received three days prior to your expected delivery of package)*
- Once an order has been issued a PO#, a copy of this PO and the order receipt will be emailed to Linda Rodriguez (LRODRIGUEZ@G-PISD.ORG) Maintenance Secretary. She will forward to the warehouse to receive the delivery. When package(s) are received, the Warehouse Clerk will inventory your order via the PO copy and packing slip. They will assess for damage, order completion and or back orders. The purchaser will be notified if the package is damaged or incomplete or on back order. Packing slips will be scanned for redundancy before final delivery is made. If there are any delivery errors, please promptly contact the Maintenance Secretary.
- For any items purchased in bulk, deliveries will be made directly to your campus unless otherwise stated on purchase orders or a submitted work order. The warehouse will maintain back stock if needed. Campuses should not use mechanical rooms for additional storage.
(Example: TM Clark orders 40 cases of paper (1 pallet) but do not have sufficient storage space at their campus. The campus will submit a work order for a delivery of 15 cases for now, if the warehouse can hold their remaining 25 cases. The remaining cases will be marked as TMC and the campus may draw from their stock as needed. The warehouse will send an email stating that they are down to 10 cases left and recommend ordering to restock)
- Packages ready for delivery will be disinfected while COVID precautions remain in place.
- No personal deliveries will be accepted.