
Custodial Ordering and Delivery Procedure (MTC-P005)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Maintenance Department processes and delivers custodial supplies to all school sites in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Plant Maintenance

3.0 APPROVAL AUTHORITY:

- 3.1 Warehouse Manager

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 Maintenance is in receipt of the Custodial Supplies Form – MTC-F005.
 - 5.1.1 The form is date stamped in and forwarded to the Warehouse Manager.
- 5.2 The Warehouse Manager reviews the form.
 - 5.2.1 If an item is out of stock, the Warehouse Manager makes note to re-order and/or checks the Warehouse Supply log for accuracy.
- 5.3 The Warehouse Manager fills the orders by placing items needed on a pallet, checking off each item on the form, as they are loaded onto the pallet.
- 5.4 The Pallet is loaded onto the truck and delivered to the school site.
- 5.5 The delivery is planned out by the Warehouse Manager to coincide with any work orders needed and other school deliveries.
- 5.6 The Warehouse Manager contacts the Custodial Supervisor for additional supplies when custodial supplies are running low.
 - 5.6.1 Once the new supplies are ordered the Warehouse Manager accepts the delivery and incorporates the supplies into the warehouse inventory.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 MTC-F005 Custodial Supplies
- 6.2 Warehouse Supply Log

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed MTC- F005	Warehouse File	2 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release

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