
INTRA-DISTRICT MATERIAL MOVEMENT (MNO-P004)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure applies to any building needing to have material moved from one site to another site.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 M&O Director.

3.0 APPROVAL AUTHORITY:

- 3.1 M&O Director

4.0 DEFINITIONS:

- 4.1 Manageable Delivery: A delivery which is grouped into packages less than 60 lbs., can be handled by a single person with a hand cart, can fit into the District delivery truck, and can be reasonably stored at the warehouse for a period of up to one week.
- 4.2 Designated delivery location: Each building has a location that has been specified by the building and the warehouse person as the one location where all district material will be picked up or delivered.
- 4.3 Regular schedule: The Delivery Person has a regular schedule of pickups and deliveries to each site that is communicated to the sites.
- 4.4 Maintenance Direct: The computer program used by M & O to process work orders via the internet.

5.0 PROCEDURE:

- Occasionally district materials need to be moved from one district location to another for purposes of sharing resources such as chairs for concerts and other events or transfer of materials or equipment from one building to another.
- 5.1 For shared resources, prior to requesting movement of the materials, the receiving building or program must reserve the equipment and take accountability for the condition. This needs to be completed a minimum of two weeks prior to the event. Resources are scheduled on a first come first serve basis.
 - 5.1.1 Download the [Event Equipment Request From MNO-F002](#) from the Maintenance & Operations/Warehouse Forms website.
 - 5.1.2 Complete the event information on the top of the form.
 - 5.1.3 Reference the [District Chair & Table Inventory](#) if necessary to determine availability and location of resources. M&O warehouse chairs and tables should be resourced before those in the buildings.
 - 5.1.4 Contact an authorized individual at each building from which equipment is being borrowed to determine availability of the resources and receive approval for use.
 - 5.1.4.1 The authorized individual at each location will reserve your equipment for the dates needed.

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- 5.1.5 Fill out the inventory section of the form including the site, quantity, and with whom you reserved the equipment.
- 5.1.6 Fill out the equipment use agreement on the second page of the form including budget code authorization.
 - 5.1.6.1 The budget code authorization is used to bill back the using building or program in case damage or cleaning charges are in order.
- 5.1.7 Fax the completed form to M&O at the fax number listed on the form simultaneously with the work order submitted in step 5.3.
- 5.1.8 Incomplete forms will be returned and moving will not be scheduled until the form is complete.
- 5.2 All requests for moving materials from building to building is accomplished via a work order placed in the Maintenance Direct work order system. See [Work Order Process MNO-P001](#).
 - 5.2.1 The work order is received by the M&O Director or designee and assigned to the Delivery Person. Delivery work orders will be treated in the same manner as Maintenance Direct work orders in all respects.
- 5.3 Items will be picked up from the source location according to the appropriate schedule.
 - 5.3.1 Event equipment will be moved per the schedule approved on the Event Equipment Request Form MNO-F002.
 - 5.3.2 All other materials will be moved per the book run schedule which can be found at [M&O Warehouse Book Run Schedule website](#).
- 5.4 The Warehouse and/or Delivery Person determines whether it is a manageable delivery.
 - 5.4.1 If the delivery is not manageable (e.g. wrestling mats, pianos, etc.), the Maintenance Director will be notified to determine if and how the materials will be move.
 - 5.4.2 M&O does not deliver pianos or copiers from site to site (except for surplus) due to the lack of appropriate equipment and the risk of damage and injury. All such moves are handled via outside moving contractors at the expense of the building.
- 5.5 Shared equipment will be returned to their source per schedule.
 - 5.5.1 Prior to loading on the truck, the delivery person will inspect the equipment for cleanliness, damage, and general order.
 - 5.5.2 If the equipment was not cleaned the delivery person will give the building or department the opportunity to clean the equipment and reschedule pickup.
 - 5.5.2.1 If the building chooses to send the equipment back to its source without cleaning, the building or department will be charged the appropriate amount per the signed Equipment Use Agreement.
 - 5.5.3 Any condition exceptions are noted on the second page of the form MNO-F002.

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5.5.4 The equipment is returned to its source.

5.5.5 Charges for condition exceptions to clean or replace the equipment will be assessed fairly using the Equipment Use Agreement. The money charged for damage or cleaning is directed back to the building or department which owns the shared equipment.

5.6 The work order is returned to the Maintenance Direct Manager for processing. See MNO-P001.

6.0 ASSOCIATED DOCUMENTS:

6.1 Work order (hard and electronic copies)

6.2 Surplus form

6.3 Inventory schedule

6.4 MNO-F002 Intra-District Material Moving Request Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work Order – Hard Copy	None	None	As desired	None
Work Order – Electronic Copy	Maintenance Direct computer program	Always in system	N/A	Schooldude.com
Surplus Form	Vault	Six Years	Shredded	N/A
Inventory Schedule	Warehouse	Updated weekly		
MNO-F002 forms	None	None	As desired	

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
17-Oct-01	A	Original Release
15-Apr-02	B	Added tarps to the Request for Chairs and Tables form along with underlining a couple of key words and a couple of corrections.
20-Nov-02	C	Updated approval authority, replaced references to ACT100 with Maintenance Direct, clarified details in 5.4 (regarding loaned equipment) and 5.7 (copiers)
02-Dec-03	D	Removed “North and South” from 4.3; added “personnel responsible”
25-Jan-05	E	Clarified movement of large objects in 5.7, 5.7.1, and 5.8; deleted 5.7.4
22-Mar-05	F	Clarified name of moving form; removed flowchart

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20-Dec-05	G	Updated Record Retention Table to reflect current practice
25-Jan-11	H	Revised to reflect modified current practices.

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