

WAREHOUSE STORAGE GUIDELINES

Each department shall keep their own detailed spreadsheet of their warehoused containers/boxes and contents.

CONTAINER/BOX REQUIREMENTS:

1. Containers must be uniform in size, full and either hard plastic or banker's boxes.
2. Contents must be able to withstand large temperature fluctuations (no glue or items made of soft plastic).
3. All containers must have labels affixed to three (3) sides of each container/box **using packing tape only.**
4. For easier label placement use Office Depot permanent adhesive full sheet labels Item #916437 – (for laser printers) Item #422861 – (for inkjet printers) copy and paste to sheet no need for tape.
 - a. If needed, contact us at (559) 285-7136, we would be glad to provide you with packing tape.

HOW TO HAVE ITEMS *DELIVERED* TO THE WAREHOUSE:

1. Ensure that your container/s meet all aforementioned requirements.
2. Document your items by adding them into your department's spreadsheet.
 - a. Create your own, or use our version, here: [Warehouse Inventory Spreadsheet](#)
3. Label your container/s
 - a. [Link to label](#)
 - b. Fill out three labels for each of your storage container/s, then affix to three sides of each container.
4. Submit a SchoolDude
 - a. Identify where we can retrieve your container/s
 - b. Identify when we should retrieve your container/s
 - c. For SchoolDude instructions, click here: <http://intranet.scccd.net/MDRequesterGuide.doc>

HOW TO HAVE ITEMS *RETRIEVED* FROM THE WAREHOUSE:

1. Submit a SchoolDude
 - a. Identify the box number
 - b. Identify where you would like the item/s
 - c. Identify when you need the container/s
 - i. Please provide at least up to 1 work week for delivery

BI-ANNUAL WAREHOUSE AUDIT:

Every department **MUST** audit their spreadsheet of warehoused items every semester. Purging of obsolete materials aids Building Services in accommodating space for other items to be warehoused.

Thank you,

Building Services/Warehouse