

## **Warehouse Storage Policy**

It is the responsibility of the Department requesting storage to keep a detailed spreadsheet of their warehoused box numbers and contents.

- Be advised, most items will be stacked for optimum use of space.
- Containers must be uniform in size and full, preferably hard plastic or bankers boxes.
- All boxes MUST have the warehouse storage form affixed to **three sides** of the container *prior* to retrieval by the Building Services department for storage.
  - Necessary information on warehouse storage form:
    - Name of the department
    - Box number
    - Date of transfer to warehouse
    - Destroy date
    - Short or long- term storage time
  - Please affix each of the three copies with packing tape only.
    - If needed, call us at (559) 285-7136, and we can supply you with some.
- In order to have Building Services retrieve or deliver items for/to the warehouse, a Schooldude (MSR) must be generated.
  - To access Schooldude, open internet browser and type the link: [www.myschoolbuilding.com](http://www.myschoolbuilding.com) account code 1008091648 and set up new
    - Or use the following link to access the login page.
      - <https://www.myschoolbuilding.com/myschoolbuilding/gateway.asp?acctnum=1008091648>

Every department is urged to 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