

# Sequoia Union High School District Warehouse Operations

## **Receiving**

UPS and FEDEX (Ground/Overnight) are daily receipts with multiple boxes for all sites and departments.

Freight (Trucks) – arrive throughout the day at various times of the day, carrying merchandise for multiple sites and district departments. The warehouse is equipped with a loading dock, and proper equipment to off-load and receive these shipments in a safe environment.

When shipments arrive, the box count is verified and the carrier is instructed to note any discrepancy on the packing list. Each carton is also inspected for visible damage, which the carrier must also make note of if there is any. All boxes must be identified. The boxes are then opened and the contents are compared to the packing list. Shortages or incorrect items are reported to the Purchasing department to be handled. The items are then sorted and placed in the proper site/dept. bin so that they can be processed and sent on to the end user. The warehouse staff sends the marked receiving copy of the purchase order with the packing list attached to the accounting department for prompt payment.

A large part of the warehouse's receiving responsibility is with technology items. Computers, printers, A.V. equipment, and Smartboards are all items that require special handling. Smartboards in particular need to be handled with extreme care. This includes not only the board, but also the projector, projector arm, cables, and the counter weights. The warehouse stores these large, fragile, boxes, sometimes as many as 30 at a time, until arrangements for installation can be arranged.

Central receiving minimizes the possibility of student injuries, due to freight trucks on campus at all hours of the day. It also ensures that the end user receives exactly what they ordered. Our bills are paid in a timely manner, since the paperwork flow is timely. Having a Central receiving area also ensures that toxic substances are not passed on to our school sites. The warehouse confirms items that required Material Safety Data Sheets are accompanied with the merchandise. Central receiving saves dollars when the companies only have to ship to one site.

## **Shipping**

We have accounts set up that are picked up on a daily basis. We use our accounts with FEDEX, UPS and Various trucking companies to save dollars. A better rate is given to customers that have established accounts. This is not limited to boxes, but also rush overnight items too, that are in a central location that is easy for all drivers to access with ease and efficiency.

## **Tracking**

With the use of D.R. numbers, shipper tracking numbers, P.O. numbers, and Warehouse delivery receipts, items can be tracked and located with proof of deliveries to find out when an item was received. The time, location and person who signed for it, are found and verified. All of these practices are necessary controls which are in place at the warehouse.

## **Mail-run**

The Intra-District mail run consists of a three times a week, parcel delivery to all 10 sites. In addition, the mail is distributed to/from all school sites from the County Office of Education. This run is not limited to just mail parcels, but also utilized for rush orders, Information Services material, and delivery of Reprographic material. Also, at times during the year the CUME folders from all of the feeder schools are transported via the District Warehouse's mail run. This is also one of the sources used to do site to site book transfers, which is especially vital to the library staff and teachers for rush requests. Our recycled toner, ink, and battery program is picked up this route as well. The run saves time and costs that would otherwise be incurred by employees taking the items themselves and wanting to be reimbursed, (not to mention their time involved). The route entails two hours of driving and delivery time three afternoons a week on a normal run; which would not include boxes, signatures, i.e., just drop off and pickups of mail sacks.

## **Deliveries**

Scheduled deliveries are made once a week to all sites. The scheduled time is to ensure that deliveries are not done during a time which may conflict with other duties that the custodial staff may have underway for the site. This is the bulk delivery which includes packages and boxes, but is not limited to either. This generally is also the time when large exchanges between the sites and District are transferred, such as book transfers, returns, surplus books, recycling, and D.R. pallet pick up. When a delivery is made, all the items going to the site are written down manually on a "load sheet" confirmed by two Warehouse staff members, then they are loaded on one of the warehouse vehicles and transported to the particular site of the day. Once at the site, it is strongly encouraged that another individual count be done by the person receiving and signing for the packages, to confirm and verify that are indeed getting all the items that are claimed on the load sheet. The warehouse is always accommodating for special deliveries in the case of emergencies. The current schedule is:

- ◇ Tuesdays – Carlmont, Sequoia, Redwood, TRACE, & Independent Study
- ◇ Thursdays – Woodside, M-A, Adult Sch, & Cañada Middle College, & Independent Study
- ◇ Daily – District Office Departments

## **Fixed Assets**

Ed Code 351.68 requires the governing board of school districts to establish and maintain a historical inventory system which shall contain the description, name, identification numbers, an original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars per item, the date of acquisition, the locations of use, and the time and mode of disposal. The warehouse staff is responsible for this function and achieves this by physically tagging and recording asset numbers and equipment serial numbers on all equipment with a value of \$500 or more. The Warehouse Supervisor is responsible for the manual input of this information into the Fixed Asset program module of Financial 2000.

## **Surplus/Obsolete Items**

- ◇ **Textbooks:** Ed. Code 60510 has stringent rules regarding the disposal of obsolete and surplus instructional materials. The warehouse works closely with the librarians and site staff to assure these statutes are adhered to. Once the Board approves textbooks for obsolescence, non-accountability, transference, or surplus, the warehouse will then pick up the materials from the site. Once the items are at the warehouse, the warehouse will dispose of them according to the Ed. Code, which could be, destruction, donation, or re-sale to an educational facility.
- ◇ **Equipment:** Ed. Code 17545 defines the procedures that must take place prior to the disposing of district equipment/material. All items must first be approved by the Board as surplus. After Board approval, the warehouse will pick up the merchandise from the site and dispose of as has been determined. Disposal methods include, but are not limited to: dumping, auctioning, recycling, hazardous material disposal, and donation to a non-profit organization. All fixed asset items are to be verified and removed from District's inventory.
- ◇ **CRT's/Computers/A.V. items:** These items are handled with the same regulations as Equipment surplus, Ed Code 17545 above. In addition, the IT department determines the best course of disposition. If the items are deemed to be destroyed, the warehouse will palletize the items and arrange for a recycler to pick up. The recycler pays us for the CRT items.

## **Records Retention**

Title 5 of the California Code of Regulations, as well as the Education Code requires all records to be handled according to classifications. The warehouse is instrumental in this effort by:

- ◇ **Storage**  
With limited storage space available, the Warehouse is the solution for this need. They store many records from all of the District Office departments, with a large emphasis on, but not limited to Special Education and Human Resources. An Electronic Storage Template was designed to have items tracked as to there location inside of the Warehouse and to make things easier on the requestor. When items are needed for pick up and storage, the

requestor can email the completed form, (found on the W/H website) to the District Warehouse. The boxes are picked up by Warehouse staff and stored. The end user needs to do nothing but make the initial request. Storage at this time is limited only to files. The storage savings is a benefit to the District as a whole.

◇ **Shredding of confidential records**

When the required storage time expires, the "owner" of the stored documents is contacted and asked to confirm that the files may now be destroyed. The warehouse arranges for the shredding of all sensitive material. In addition, this service is provided to all sites on an as-needed basis. Pick up service is provided by the warehouse. The end user is notified when the merchandise is destroyed and verification documentation is provided.

### **Testing**

Testing has increased in the past few years with all the state mandated testing for students. The current tests include: STAR, (CST, APA, Aprenda 3), EAP, Physical Fitness, CELDT, and CASHEE, and occur nine months out of the year. The larger of the tests consist of upwards of 160 boxes. The warehouse is the central receiving location for all the testing for the Assessment and Evaluation department. When received, items are sorted by individual site and by the number. They are re-stacked and sent out to each testing location, and handed off to the responsible person of record.

After testing the items are picked up from the sites, re-loaded, and taken back to the Warehouse, where they are off-loaded, sorted, counted, and shipped out on pallets. In most cases the tests are transported via an outside trucking company. The timing of this event must coincide with the exact dates that the test materials must arrive at the scoring facility. The Warehouse's central location for pick up makes this a seamless operation for all individuals involved.

As the state mandates, the tests are always in a secure location in the warehouse. With multiple testing going on at the similar times in some months, the need for accurate paperwork and flow is a necessity. In past years we have been audited. Audits can be conducted at anytime by the State and the paperwork needs to be in the proper order. The Warehouse Supervisor is responsible for maintaining the records and tracking of the test materials.

### **Donations**

The District is fortunate to receive donations of equipment and supplies from generous donors. The warehouse staff coordinates these donations through communication with the donor and end user. They also handle the physical pick up and delivery of such items.

### **District Team Work**

When the Food Service Department is short staffed, or equipment challenged, the Warehouse will receive their deliveries, unload the trucks and store items into their warehouse for security and accountability. This can come up about once a week, due to staff shortages, forklift failure, or delivery truck problems. The Warehouse staff serves as "movers" for the district whenever possible. There are many requests throughout the year for items, equipment, furniture, to be moved, from place to place. The warehouse team can be counted on to assist when and where necessary.

### **Training**

The Warehouse staff is licensed and CAL-OSHA forklift certified. The updates are done every three years.

Warehouse staff is continuously trained and updated as to the handling and clean-up of materials of a dangerous nature that are transported by District vehicle.

Training for new procedures are focused on daily and updated on an ongoing basis. The scope of training encompasses continued refreshing of shipping, receiving, packaging, outside vendor processing as well as driving procedures and changes in law.

### **Warehouse Stock**

Currently we stock close to 300 items in the warehouse. These are standard high use items in the categories of office supplies, computer/A.V. supplies, custodial, and standard forms. Having these items on hand saves a lot of time and money. It is extremely convenient and fast for the sites to receive this merchandise. We are also able to take advantage of huge cost savings due to volume buying. All items stocked in the warehouse are approved safe materials. MSDS's are on file for items which require them. With the exception of occasional promotional offerings, the prices that we receive from volume purchasing, beats the Government commodity discount which is what would be offered to us, if we did not have a warehouse, as well as Warehouse stores, such as Costco. Consistency in the quality of the products is very important, and is ensured through having a stores inventory. An annual price comparison is done every year, and typically the savings is in excess of \$200,000.