

## Warehouse Delivery Schedule

|                  | MMS                      | MES              | B & G    | MCPS             | BS               | WCHS             | CPC              | BES              | BMS              | ECHS             | NMS              | NES              | BCMS             | BSES             | CHS              | WOES             | AES              | SES              | HIES             |
|------------------|--------------------------|------------------|----------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Monday</b>    | pouch & supplies         | pouch & supplies | supplies | pouch & supplies | pouch & supplies | pouch & supplies | pouch & supplies |                  |                  |                  | pouch            | pouch            | pouch            | pouch            | pouch            | pouch            |                  |                  |                  |
| <b>Tuesday</b>   |                          |                  |          |                  |                  |                  |                  | pouch & supplies | pouch & supplies | pouch & supplies |                  |                  |                  |                  |                  |                  | pouch            | pouch            | pouch            |
| <b>Wednesday</b> | pouch                    | pouch            | no stop  | pouch            | pouch            | pouch            | pouch            |                  |                  |                  | pouch & supplies | pouch & supplies | pouch & supplies | pouch & supplies | pouch & supplies | pouch & supplies |                  |                  |                  |
| <b>Thursday</b>  |                          |                  |          |                  |                  |                  |                  | pouch            | pouch            | pouch            |                  |                  |                  |                  |                  |                  | pouch & supplies | pouch & supplies | pouch & supplies |
| <b>Friday</b>    | NO DELIVERIES on FRIDAYS |                  |          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |

Pouches will be picked up from Central Services each morning and dropped off there each afternoon. (West side - M,W / East side - T,TH)

Surplus will be picked up on the day of the week that each school is assigned to get its supplies - as vehicle space permits

Request to move items will be only handled on the days when the delivery truck is on that side of the county - space permitting

If an item at a school needs to be transported to the opposite side of the county it will be delivered on the route the following day.

Please use the "Warehouse Service Request Form" found on the webpage to submit request to move items that do not fit in the pouch.

Point of contact for delivery services: Warehouse Clerk/Driver, 728-5115 x161024