

OPENING THE TEXTBOOK DISTRIBUTION CENTER WORK INSTRUCTION (TDC-W001)

This work instruction outlines the steps taken to open and run the textbook distribution center.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1. Open the textbook distribution center: unlock doors, turn on lights, etc.
2. Log on computer: type in name and password (contact Technology for password, if needed)
 - Check Email
 - Pull pick tickets ([TDC-W002](#)).
3. Organize work to be done:
 - Textbooks
 - Stock Orders
 - Food Deliveries
 - Etc.
4. Assign each driver duties by priority for the day.
5. Be available for deliveries: UPS, Fed Ex, etc.
6. Monitor email for urgent requests.
7. Daily monitor equipment: trucks, forklifts, etc.
8. Load products purchased on Govdeals.com.
 - Verify payment before loading
9. Pull and fill orders for the next day deliveries.
10. File Material Transfer Forms, Pick Tickets, etc.
11. Copy Material Transfer Forms with inventoried items and forward to Inventory Control Officer.
12. Set up delivery appointments with vendors.
13. **Wednesday Only:** Pull Inventory Count Worksheets ([TDC-W003](#)).
14. Monitor item re-order list weekly ([TDC-W004](#)).
15. Check Kronos daily ([TDC-W005](#)).
16. Shut down computer.
17. Secure building.*
18. Turn out the lights.

***DO NOT SET THE ALARM:** People are still in the building – Custodians set the alarm when they exit.