



Date: October 14, 2022
To: District Staff
From: Denise Brogan
Director of Maintenance and Operations
Re: Surplus Procedures

In order to streamline surplus procedures, I wanted to outline the steps that I have found work best:

1. Stage your unwanted furniture (desks, chairs, bookshelves, etc.) and take a picture.
2. Email the picture to all site secretaries and administrators to see if anyone is interested.
3. If someone is interested, the interested party will put in a Work Order requesting the item and the location of the item to be picked up and where it should be delivered to.
4. Once the opportunity for other schools to access the items, then a Surplus List needs to be completed for the remainder of the items.
5. A Work Order is submitted with the Surplus Form attached. Work Orders now have the option of adding pictures (.jpeg) and / or documents (.pdf).
6. Store your Surplus items in an area that will allow time for M&O to pick up. We pick up every three months. We will then gather all surplus for the next auction. Our warehouse does not have storage for surplus, so we need to coordinate the pick-up and follow closely with an auction.