

Policy for Deliveries

All deliveries that require assistance from V.C. Building & Grounds must be scheduled with them, at least, 24 hours in advance. This scheduling should be done by submitting a work order giving the expected time, location of the delivery, and weight/quantity description of the items. Doing so will allow scheduling of Building & Grounds personnel to be modified to provide the proper staffing & equipment to be available. If notification of delivery is not sent 24 hours in advance, assistance may not be possible. Unscheduled deliveries shall be the sole responsibility of the ordering office.

Storage of ordered items shall be the responsibility of the ordering office also. Building & Grounds may provide temporary storage for items. Storage by Building & Grounds, if applicable, will only happen if an agreement is made prior to the receipt of goods & scheduling of delivery.

Deliveries not scheduled and pre-approved should be delivered to the ordering office or one of their controlled storage areas. Having items delivered to a 'staging area' to await future relocation and/or delivery completion by the V.C. Building & Grounds staff, shall only be acceptable if prior arrangements have been made for such happenings.

All approval and scheduling of deliveries should be requested via V.C. Work Order and not by verbal communication with the Building & Grounds staff. Work Orders will provide a date & time reference as to the original contact time as well as provide improved tracking abilities for the request. Be sure to fill in your contact information when submitting the work order so that a Building & Grounds representative can contact you as promptly as possible.