

Pinn Hall and MR5 Package Delivery

DEPARTMENT:	Deans Office	AUDIENCE	School of Medicine
ADMIN UNIT:	Space Management	REVISION #	2
FUNCTION:	Loading Docks	EFFECTIVE DATE:	May 12, 2020
SOP OWNER:	Bruce Shifflett	REVIEW DATE:	May 21, 2020
SOP APPROVER:	Randy Speight	APPROVAL DATE:	May 21, 2020

If Audience is "Internal Deans Office", the Naming Convention: Internal_ document name

SOM DEAN'S OFFICE STANDARD OPERATING PROCEDURE

SOM DEAN'S OFFICE POLICY

CONTEXT

WHAT IS THE PURPOSE OF THIS POLICY or PROCEDURE?

The purpose of this procedure is to document the 12 week change to the Pinn Hall, MR5 and the HS Library loading dock procedure due to the furlough of employees.

WHEN IS THIS POLICY or PROCEDURE APPLIED?

All packages starting May 25th through August 16th will be delivered to Pinn Hall. No packages during this time will be delivered to MR5.

ARE THERE EXCEPTIONS TO NORMAL WORKFLOW FOR THIS PROCEDURE?

Yes, if pallets come to MR5 it will still be delivered to MR5. The person at Pinn Hall loading dock will receive at MR5 and contact the department receiving pallet to arrange for pickup. No pallets will be brought to Pinn Hall that belong to MR5.

DEFINITIONS:

Package Delivery Service- Includes UPS, FedEx Ground, FedEx Express, DHL, and others.

Delivery Log Sheets- the paper record of packages received and delivered.

REFERENCES:

N/A.

POLICY / PROCEDURE

FedEx Express and UPS usually arrive in the morning, and FedEx Ground deliveries usually arrive after noon. Because of this, there are typically two rounds of deliveries.

Narrative / List of Steps

Package Delivery Service

1. Unloads packages onto dock.

Loading Dock Staff

1. Receive packages
2. Sort packages by building (MR5, Pinn or HS Library), by floor and write room number on boxes.
3. If familiar with recipients, check to make sure address and recipient are correct (possibility that the floor and/or room number is missing or incorrect, and/or individual listed on the package has moved to another department or no longer works at UVA).
 - a. If recipient is incorrect, look up information in Oracle/PO Viewer to see who the package belongs to.
4. Log in packages via the Delivery Log Sheet, indicating which packages are perishable.

5. Load all perishables packages onto carts, separating packages by floor.
6. Make delivery runs of only perishable packages. Regular packages will be picked up by department.
7. Department does not need to sign for packages.
 - a. If no one is available to receive the package, package is stored either downstairs in freezer/refrigerator (for perishable packages), or in the receiving area.
 - b. All regular packages will need to be picked up by department.
 - c. If package isn't picked up the recipient of package will be notified via email.

Process Map

Insert process map or diagram that supports the policy / procedure.