

Applies to: Washington University School of Medicine departments

GUIDELINES:

Issued: January 7, 2020

PURPOSE:

To describe the process WUSM Shipping and Receiving uses when moving large items.

DEFINITIONS:

Shipping and Receiving = S&R

PROCESS:

The S&R motorized flat beds, dollies and pallet jacks used to move equipment/large items for delivery to departments and the narrow pathways throughout the Medical School can sometimes make it difficult to move these items. Therefore, S&R recommends the items to be delivered by S&R to be based on the following size perimeters to insure the safety of the staff and to lower the risk of damage to the item(s):

- = to or < 5-foot pallet size
- = to or < 6 foot high
- = < 500 lbs

In addition, the departments are responsible for the \$5,000 deductible in the event of accidental damage to an item. Items larger than the above parameters would need to be delivered by an approved WU preferred moving vendor DIRECTLY to the department from the Shipping and Receiving dock.

Shipping and Receiving will instruct the customer to enter a work order in Service Now under the “moves” category. The move must be completed no longer than 5 business days from the date the work order is entered in Service Now.

Shipping and Receiving will receive the item and stage, especially since insurance covers it and the departments would still be responsible for the deductible while the item is waiting on the dock for pickup.

In addition, Shipping and Receiving will determine based on the parameters listed above if the move will be handled by Shipping and Receiving or the vendor.

Please direct urgent matters or issues with regard to large items in the custody of S&R to 314-362-6856.