Colorado School of Mines Facilities Management (FM) Standard Operating Procedures for accepting and delivering large freight

When a department is unable to accept large freight at their location, it is delivered to Distribution Services (DS) at 1301 19th St. DS does have a forklift but does not have a loading dock. They are able to store most large freight indoors, but space is limited so it needs to go to its final destination as soon as possible.

Checking for visible damage to carton, pallet, or shipping container.

	DC days and an arrange
deliveries to inspect the contents. Our policy is to sign for the delivery regar	DS does not open any
deliveries to inspect the contents. Our policy is to sign for the delivery regardoes not forfeit the rights of the recipient to have items returned or replaced	
account to the triging of the real plant to have terms retained or replaced	<u> </u>
Routing the freight.	
Releasing the freight.	
Some other various details.	
Some other various details.	
	It should be noted that if
there is damaged and/or missing items that aren't documented and reporte	
<u>recipient may lose any recourse from the carrier or vendor. DS does not acceinstances.</u>	ept any responsibility in these
<u>ilistances.</u>	
Disk up and delivery (the Frent and Mare team)	
Pick-up and delivery (the Event and Move team) •	
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