



IMRS PROJECT SCOPE

Instructional Material Removal Services

Service Description:

Follett School Solutions (FSS) provides services which allow school districts to efficiently remove instructional materials from school and district sites and to relocate, donate or recycle those materials according to district needs. From planning to execution, FSS uses its extensive experience in the K-12 instructional materials industry to bring expertise and efficiencies to the removal and relocation process. FSS has partnerships with charitable organizations and recyclers across the country and can make sure old materials are disposed of in a responsible environmentally-safe way. These fee-based removal services can be performed as a one-time project or on a reoccurring basis as part of a district's environmental sustainability plan.

Scope of Work:

Regardless of the size or scope of the project, FSS manages every aspect of the instructional materials removal process. Upon receipt of a signed contract, FSS will collaborate with the district to schedule and plan the project according to district specifications and industry best practices.

At each scheduled time of pickup, the FSS Project Manager and project team will:

- Check in at the school or district site and find out where the books are located.
- Position a truck as close as possible to the appropriate entrance.
- Extract the materials from the school or district site and load them into a truck.
- Notify school contact that pickup has been completed. Securing a signed receipt of completion.
- Materials will then be donated, recycled, or transported to other sites, according to the contract.

Safety:

Follett holds student and staff safety as its highest priority. The FSS Project Managers working the project will take great care to ensure that every laborer has passed an extensive background check and follows the district's safety and security protocols. Managers will also thoroughly check the condition of each pickup site to ensure the area is clean before they leave the site. Any concerns should be reported to the FSS Project Manager so that they can be immediately addressed.

School District Responsibilities:

- Identify one representative to serve as primary contact and liaison between district and FSS.
- Identify and label instructional materials to be removed from each site.
- Select one designated pickup area at each site. Ensure pickup area is on the ground-level and near an easily accessible exterior door.
- Position material at each site's designated pickup area. *(Materials do not need to be boxed)*

The Follett Advantage:

Follett has over 140 years of experience delivering the best content, software and services to support schools, students and staff. The FSS team assigned to service projects draws on that experience to plan and execute a solution that is scalable and sustainable. By partnering, your district and Follett can make sure old instructional materials move out so new instructional materials can move in. This helps to ensure that every student and teacher has the right resource, in the right place, at the right time.