

Shawano School District



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Follow the steps below if you order items that will need assistance during delivery with unloading.

1. Enter a Maintenance Work Order that includes:
 - a. The estimated or projected arrival date
 - b. Person to contact when the order arrives.
2. When the order is placed, the trucking company should be given the final address for the product. This means if the order is for the Middle School, it is delivered to the Middle School.
3. When the order is placed, the vendor should be informed that the hours for receiving are 6:00 AM through 2:00 PM. (Keep in mind when students are arriving to and departing from school.) If delivery is outside of this time window and you need assistance, prior arrangements need to be made with the Director of Buildings and Grounds.
4. The delivery company should have the name of the person that placed the order.
5. The delivery company needs to give updates on delivery times. This includes a phone call when they are 30 minutes away from the delivery location.
6. When the delivery company contacts you, you need to ask if the driver has a drop gate on the trailer and a pallet jack. Using channel 5 on the handheld radios that there is a delivery that will be to _____ location in _____ minutes.

Thank you for your cooperation!