Fell Center Delivery Process

Facilities must be made aware of all deliveries coming to the Fell Center! If the Facilities Department is not aware of incoming deliveries, there is a chance the delivery could be refused. The Fell Center will ONLY be able to accept deliveries Monday-Friday from 7:00 am – 2:30 pm

An email must be sent to both Lynn Williams and Marvin Beasley with the following information:

- Delivery date/s to the Fell Center
- Department
- Size of each delivery (amount of packages)
- Carrier of Delivery
- Is the expectation that the district is going to unload or the driver?

When a delivery has been received at the Fell Center, the department responsible for the order must schedule a time Lynn Williams prior to the delivery (if possible) for the order to be inventoried and re-boxed/packed in order for Facilities to deliver these items to the buildings.

Please keep in mind, from the time the delivery is received to the Fell Center and ready for the building delivery, the timeline needs to be tight. The Fell Center does not have a full warehouse set up for storage of books and IT equipment. If multiple deliveries are expected over a period of time, the department responsible may have to make several appointments with Lynn to go through the items in order to get them delivered to the buildings/s and out of the Fell Center. Please make sure the delivery drivers know that the Fell Center has a loading dock, pallet jack and fork lift truck if necessary.

Food Service Deliveries

Food Service is responsible for all of their department deliveries. Please make sure you schedule deliveries accordingly to make sure someone from your team is in the building to accept and assist with unloading the truck if necessary.