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DELIVERIES AFTER HOURS
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POLICY:

All routine deliveries with the exception of pharmaceutical and perishable food service products, should be made to the Kettering Medical Center Receiving Dock between the hours of 8:00 a.m. and 3:30 p.m., excluding weekends and holidays. Urgently needed and special delivery items that would normally pass through receiving, but cannot be delivered during normal receiving hours, should be received through protective services, unless prior arrangements have been made.

DEPARTMENTS AFFECTED:

All departments. **Sponsoring Department: Materials Management**

GUIDELINES:

- A. A department in need of an item after normal business hours should arrange for the pickup. This should only be arranged due to extreme circumstances in order to maintain the lowest possible operating costs to the medial center. Options include:
- Department personnel
 - KMC vehicle
 - Network Courier Services
 - Contracted Courier Services
- B. The department should give the Security Department as much of the following information as possible regarding the pending delivery (unless department personnel does the pickup).
- Item(s) expected
 - Probable arrival time
 - How delivery will be made
 - Specific instructions on where or to whom the items are to be delivered.
- C. Departments requested to receive items after hours for another area should direct the person to the Security Department as well.
1. This will allow for proper receipt of goods.
 2. This will help restrict non-employee access to the building after normal hours.

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3. Item(s) processed accordingly will be less likely to get misdirected or lost.
- D. If the department in need of the item(s) desires to designate one of its employees to sign for the item(s) (assuming the delivery is made by a non-KMC employee), the Security Department should take the delivery person to this designated employee. Otherwise, Security will be responsible for receipt of the item and delivery of the same to the proper person or destination.
- E. The Security Department will ensure that the accompanying paperwork (i.e., packing-slips, etc.), is forwarded to Receiving.

SPONSORING DEPT:	Materials Management
DATE OF ORIGIN:	02/21/78
LAST REVIEWED:	07/14/06
DATE APPROVED:	07/20/06
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DATE EFFECTIVE:	07/20/06