Warehouse Check-In

This document describes the procedure that must be followed when delivering items to the warehouse.

Pre Check-In

Before you can deliver items to the warehouse, be sure that the following have been completed:

- All items have been entered into the system;

- All items have a control number *securely* attached (either the printed item sheet or the control number);

- If delivering multiple items, have a check-in sheet pre-filled in to speed up the process.

Check-In Procedure

The warehouse is located at 1210 York Mills Rd. Regular hours are 8:30am to 5pm, Monday to Friday. Arrangements can be made to receive items outside these hours.

Follow these steps when delivering items to the warehouse:

1. Park in the visitor parking, go to the front door and enter code #8000. Tell them you are with Rotary.

2. Either Irene, Ron or other staff will let you in. They will unlock the room and open the side door.

3. Each item must be placed in a "BIN" at the warehouse. Do not over fill a bin! The lid must be able to be taped shut.

4. After you place an item in a BIN, write down the Item's control number and BIN # on the item check-in sheet. Both you and the staff at the warehouse will initial.
   OPTION: You may pre-fill out the check in sheet if you're delivering multiple items. Be sure you record the BIN number that each item is placed into. You only need to initial your sheet once.

5. Place completed item check in sheet in file holder by the door.

At least once per week, operations staff will pick up the sheets and update the BIN numbers in the system.
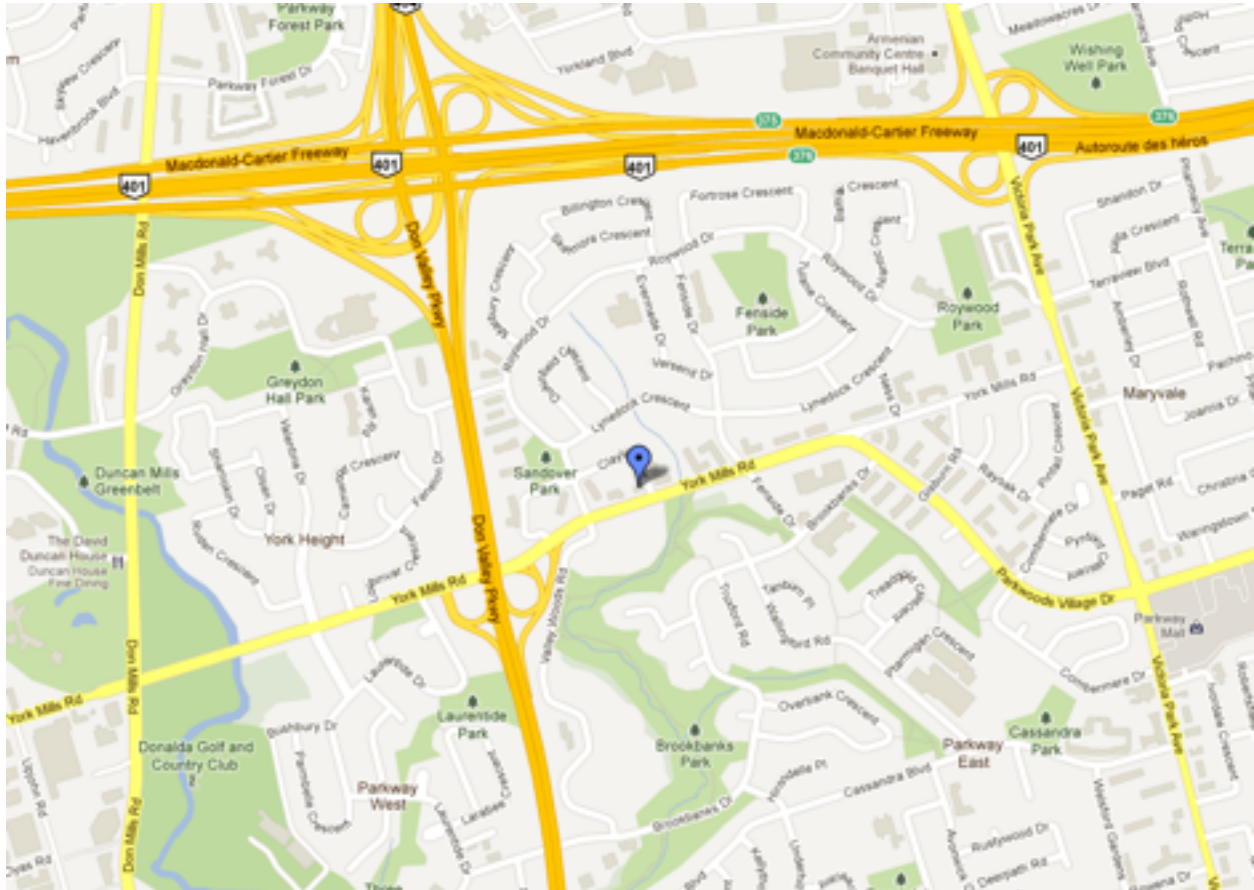
NOTE: There are special BINs for large items, framed pictures, clothing and long things.

Warehouse Directions

1210 York Mills Rd. (see blue marker on the map below)

Entrance is off of Sandover Drive. You can park in the visitors parking.

Buzzer code is #8000, tell them you're with Rotary.

Item Check-In Sheet

Control Number	BIN #	Dropped Off By	Date	Initials (2)