



September 6, 2017

Bulletin # 17-90

Subject: DMC Warehouse at 240 Clarkson Ave to Close 12/31/17

To All DMC Department Heads and Administrators

DMC will be vacating the warehouse at 240 Clarkson Avenue by 12/31/17. A DMC Warehouse Task Force has been established to prepare for the move. Our goals are:

1. Reduce the current total storage by disposal or relocation of items currently being stored in the warehouse. If we cannot return the supplies to the vendor, we must follow these procedures:
 - [*Disposal of Surplus, Expired, or Damaged Supplies \(link\)*](#)
 - Capital Assets, incl. Furniture, Equipment: [*Report of Surplus Property Form & Process \(link\)*](#).
2. Reduce storage requirements through alternative and more efficient supply methods, such as:
 - Plan disposals and work with Contracts & Procurement to implement more frequent ordering and delivery practices with available suppliers, as needed; or,
 - Identify the critical supplies that must be stored with focus on absorbing such essential items into other existing on-campus storage locations in your control.

Overall, the loss of the warehouse causes the common challenge and need for all DMC managers in more efficient procurement planning. Departments must improve their ability to receive incoming shipments on the day of its arrival, as there will no longer be the ability to divert shipments to a warehouse.

Departments that use the warehouse on a regular basis (including Emergency Dept, O.R., Dialysis, Respiratory Therapy, C Sterile Supply, Environmental Services, and Linen) were advised to complete their inventory of their stored items **by August 31, 2017**, immediately followed by their plan for disposition of all items.

Other departments may have items in storage, even if placed by a predecessor, so please consult with your staff on this matter. If you suspect your department has any items in warehouse storage, please contact a member of the Task Force immediately. Access to the warehouse can be scheduled by contacting either Kevin LeDoux (Ext 4254) or Victor Haynes (Ext 3074).

Warehouse Task Force Members:

Chair: Tim Herzog
FM&D: Yvonne Kalb
Hospital: William Gerdes
Comparative Medicine: Cora Kaiser
President Office: Keydron Guinn
Procurement: Marty Deane
Property Control: Maxine Bennett
Receiving/Stores: Rich Bentley, Victor Haynes, Kevin LeDoux