

ATTACHMENT A

Asset Management Central Receiving Exceptions

1. Physical limitations for Central Receiving:

- a. Maximum Weight of asset: 4,000 lbs.
- b. Height and width of Central Receiving dock doors – 8' 11" wide x 8' tall
- c. Central Receiving elevator doors – 8' x 11" wide x 12' 11" tall x 12' long
- d. Usable ceiling height in the Receiving dock area (attention to the Co-Ray-Vac heating system a priority) – 9'
- e. Height/width of blue doors leading to the storage area if the asset is to be stored before delivery – 9' x 9'
- f. Mobility of asset - can Central Receiving material handling equipment be utilized without damaging the item?

2. Items "Outside" Shipping Delivery Scope

Central Receiving will receive items outside the Shipping department's delivery scope. Specialty movers (i.e....Accelerated) will handle these items with costs charged to the customer. Items defined as "outside" are all items beyond the physical limitations for the University Shipping department:

- a. Maximum Dimensions of delivery truck - 18' x 7' x 6'
- b. Weight limitations of material handling equipment – 4,000 lbs.
- c. Standard pallet that can be moved safely with standard pallet forks and/or pallet jack; integrated wheels (locking or not).

3. Special end destination installation required.

4. Very fragile items that could be damaged with multiple stops.

Note:

Central Receiving may contact the customer and request they "sign off" on receipt of an item based on price and/or Central Receiving's ability to determine the condition of the item received.