

Washington College
Large/Heavy Freight Receiving Policy

While some Washington College departments have the appropriate facilities and teams to directly receive large/heavy deliveries of freight, most do not.

Departments that have placed orders for large/heavy deliveries that require a freight truck, tractor trailer, or other large delivery type vehicle requiring offloading to a loading dock or the use of a forklift, should vet these deliveries through Central Services and the office of Buildings and Grounds (B&G) prior to delivery. Departments should make every effort to have the freight delivered directly to their building if there is no additional charge.

For those departments that need to utilize the B&G loading dock for large/heavy deliveries please apply the following rules when you are placing your order:

1. When talking to the vendor to place the order please explain that these deliveries may only be made Monday through Friday between the hours of 9:00 am and 3:00 pm to B&G.
2. When placing the order with the vendor you **must** make sure that **your name, department name along with a contact telephone number** are listed in the **‘SHIP TO’** address for the delivery.
3. When placing your order, request that the vendor provide you with the freight company name and contact number. In addition, please give your name and office phone number to the vendor to provide to the freight company as the contact.
4. Once you have placed the order and know that it is coming via freight please email a complete copy of the order to:
central_services@washcoll.edu
and
bg_facilities@washcoll.edu

Let them know that it will be coming via freight delivery in the near future. Please also provide them with the name and contact information for the freight company.

5. When the freight company contacts you on the day of delivery please give them directions to the loading dock at the B&G facility. Then contact Katie Brilz at extension 7112 and Barbara Jones at extension 7210 to let them know the delivery is coming. Please make every effort to be at the loading dock (with help) to meet the delivery driver, assist with offloading and sign for the goods. If you are going to need assistance from the B&G staff and possibly vehicles or the college forklift from the pool to get your delivery to your area, please coordinate with Michele Jordan ahead of time so this can be scheduled. Please make every effort to accommodate their schedule; B&G staff, vehicle(s) and equipment will be pending availability.
6. B&G will accept a freight delivery if you are not present, however this should be avoided if at all possible. If they do accept a delivery and you are not present, they will contact you once the delivery is offloaded and you will be responsible for getting your items within **24** hours. B&G will not be responsible for damages to unattended freight.

****Should there be any deliveries of these types of orders that B&G cannot determine the WC owner of Katie Brilz of Central Services will assist B&G to help determine the owner. Thank you for your cooperation. Please note if your delivery does not have your name, it may be refused or returned.*