

Warehouse Routines

Loading fitters

- Print fitters loading list on arrival
- Supervise selection and loading of materials
- Oversee any part deliveries of carpets (ie stair runners cut down for whipping from cutting plan)
- Label any carpets not taken to site for part jobs and **book them in as a split delivery item. Print label and carefully store for future dispatch.**
- Double check with fitter all materials are correctly loaded and ensure loading list is signed by fitter before leaving.

Paperwork preparation EARLY AM

- Print all preparation lists
 - Cutting list
 - Bespoke list
 - Ancillary list
- Print cutting tickets
- Print fitters worksheets
 - Check if cutting plans are required and match cutting plans to fitters worksheets (photocopy any cutting plans for jobs that are a split delivery or runners cut for whipping and keep a copy in cutting plan file)
 - Quickly read through fitters instructions and look at worksheets for any abnormalities (ie no gripper picked, underlay with no carpets selected etc)
- Check worksheets against diary and sort into fitters order
 - Check there are worksheets for all diary entries
 - Check for any reservations not converted
 - Email or ring shops advising them of the following items
 - Reservations not converted
 - Any job numbers in diary with no goods picked
 - Any goods awaiting delivery
 - Any cutting plans required

Goods preparation

- Pull out all items on bespoke list and put in dispatch bay
- Cut all carpets on cutting list
- Prepare ALL ancillaries including cutting coir etc
- Check for roll breakdowns on bespoke carpets and cut as required

Paperwork preparation PM

- Check all cutting plans received and matched to worksheet
- Sort jobs into delivery order while double checking with diary
- Place worksheets on clipboard for following day

General duties

- Sweep cutting floors to keep clean
- Move part rolls around to make roll space for any new full rolls delivered.
- Ensure forecourts and parking areas are swept and kept tidy.
- Generally tidy all racks, ancillary items, coir etc as required.

Continued

Warehouse Routines

Carpet cutting

- **Stock cuts**
 - Select roll for cutting **checking carefully FULL ROLL NUMBERS MATCH CUTTING LIST** and place carefully on cutting machine
 - Cut all cuts for roll selected and tape cutting ticket to cuts
 - Mark cuts taken, date and cut by on roll ticket stored with roll
 - If roll balance less than 10m measure roll balance and date checked, mark roll size on to roll card, back of roll and cutting list for updating computer
 - Write roll number on to both ends of carpet roll
 - Tape roll and return to rack. If roll placed into a different rack than where it was pulled from for cutting then write new roll location on cutting list for updating on computer
- **Bespoke rolls**
 - Select bespoke rolls with roll breakdowns and place carefully on cutting machine
 - Cut all cuts for roll selected and write size and job number on to back of each cut

Goods returned to warehouse

- **Any goods returned to the warehouse must be identified labelled and recorded on the computer**
- **Faulty Goods for return to supplier**
 - The branch should have already contacted head office for a returns number. All goods should be rolled on a pole (if carpets) and wrapped in plastic. A label should be stuck to all pieces for return with the suppliers name and size of carpet (see size on returns note) and mr carpets returns number for reference.
- **Materials for return to warehouse for future delivery to customer**
 - If a fitter returns materials from a fitting because the customer is not ready re print the worksheet for that job and mark up the goods on the worksheet that are being returned. Sign the sheet as having received the goods from the fitter and photocopy the worksheet and hand a copy to the fitter as a receipt for goods returned.
 - Fax the marked up worksheet to relevant branch for the branch to process the split delivery requisitions.
 - After the branch notify you they have entered the split delivery requisitions, book the goods back into stock for re picking when they are rescheduled for fitting at a later date.
- **Goods returned to warehouse for permanent return to stock.**
 - If a fitter returns materials from a fitting any goods that are surplus and not required must be returned to stock. Re print the worksheet for that job and mark up the goods on the worksheet that are being returned. Sign the sheet as having received the goods from the fitter and photocopy the worksheet and hand a copy to the fitter as a receipt for goods returned.
 - Send a copy of the returned goods up to DG for further processing.