



## **Warehouse Delivery and Pick-Up FY 2022 Availability and Limitations**

The warehouse will be limited in its ability to provide a full range of service during certain periods throughout the school year. Resource reductions as well as large, scheduled projects will tie up most of our drivers during these time frames. As a result, most routine “upon request” functions such as pickups (BER, shredding, etc.), office moves, transfers, and other such services may be suspended during the periods listed below:

November 1, 2021 – November 29, 2021

February 1, 2022 –February 22, 2022

May 31, 2022

Requests for service received during these dates will be pushed to the first available windows of opportunity once resources are available.

Thank you for your cooperation and patience.