

**TO: ADMINISTRATORS, DIRECTORS, NURSES, BUILDING SUPERINTENDENTS, and OFFICE PERSONNEL**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
Dwayne Odvody, Director of Purchasing**

**SUBJECT: DELIVERY SCHEDULES**

**MAIL, FILM, AND PRINT JOB DELIVERY SCHEDULE**  
From August 13, 2007, through August 15, 2008

Trucks will deliver on a daily basis except for the following dates: **NO SERVICE on September 3, November 22 and 23, December 27, 2007, through January 1, 2008, January 21, March 23, and May 26.**

All deliveries will be made by 7:30 a.m. except for locations listed in bold below.

<b>ROUTE 1</b>	<b>ROUTE 2</b>	<b>ROUTE 3</b>
LPSDO	LPSDO	LPSDO
Elliott	East	Eastridge
Lincoln High	Pyrtle	Hawthorne
Prescott	Morley	Lefler
McPhee	Lux	Randolph
Park	Maxey	Hartley
Everett	Humann	Clinton
Saratoga	Cavett	Riley
Roper	Scott	Culler
Lakeview	Sheridan (Temporary South Site)	BSP
Arnold	Southwest	Brownell
Fredstrom	Hill	Northeast
West Lincoln	Irving	Mickle
Belmont	Beattie	Pershing
Goodrich	Rousseau	Huntington
Campbell	Southeast	Dawes
North Star	Pound	Norwood Park
<b>Post Office</b>	Zeman	Calvert (Abbott)
<b>CLC</b>	Holmes	Kahoa
<b>Yankee Hill</b>	Bryan	Meadow Lane
<b>Transportation</b>	<b>Entrepreneur/Tech Focus</b>	<b>Facilities &amp; Maintenance</b>
<b>Distribution</b>	<b>SCC</b>	<b>First Presbyterian</b>
	<b>LMEF</b>	<b>Arts &amp; Humanities</b>
	<b>LEA</b>	<b>Science Focus Program</b>
	<b>Youth Service</b>	<b>EISC</b>

**LINCOLN PUBLIC SCHOOLS  
DISTRIBUTION CENTER  
GENERAL SUPPLIES/CUSTODIAL SUPPLIES  
DELIVERY SCHEDULE  
2007-08**

This schedule provides delivery dates for the delivery of all stock, non-stock, and custodial supplies, including laundered mops. You must enter your stock orders at least four (4) working days prior to delivery date shown to insure delivery listed below.

**BUILDING SUPERINTENDENTS** - Send your laundered mop order requisitions to the Distribution Center for input at the appropriate time. Set out your dirty mops at any time for pick up. **The General Delivery truck will pick up the dirty mops the next time a delivery is made to your school.**

- EMERGENCY REQUESTS—PLEASE CALL 436-1008.
- ORDER YOUR SUMMER SUPPLIES DURING THE LAST TWO MONTHS OF SCHEDULED DELIVERIES. WE SUGGEST ORDERING A FEW MORE SUPPLIES AT A TIME DURING THIS PERIOD SO THAT YOU WILL HAVE ENOUGH ON HAND FOR SUMMER MONTHS AND START OF THE NEW SCHOOL YEAR.

<b>2007-08 GENERAL SUPPLIES AND CUSTODIAL DELIVERIES WEEKLY SCHEDULE</b>
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REFER TO SCHEDULE DATE – NOT DAY OF THE WEEK

**SECTOR I**

**Schools:** Elliott – Hartley – Clinton – Belmont – Goodrich – Campbell – North Star – West Lincoln – Fredstrom – Arnold – Lakeview

**Delivery Dates**

August 27  
September 4, 11, 18, 25  
October 2, 9, 16, 23, 30  
November 6, 13, 20, 29  
December 6, 13, 20  
January 2, 9, 16, 24, 31  
February 7, 14, 21, 28  
March 6, 13, 20, 28  
April 4, 11, 18, 25  
May 2, 9, 16, 23\*

\*Last Delivery Date

## SECTOR II

**Schools:** Meadow Lane – Riley – Brownell – Kahoa – Mickle – Northeast – Pershing – Norwood Park – Calvert (at Abbott) – Dawes – Huntington

### **Delivery Dates**

August 28

September 5, 12, 19, 26

October 3, 10, 17, 24, 31

November 7, 14, 21, 30

December 7, 14, 21

January 3, 10, 17, 25

February 1, 8, 15, 22, 29

March 7, 14, 24, 31

April 7, 14, 21, 28

May 5, 12, 19\*

\*Last Delivery Date

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## SECTOR III

**Schools:** Roper – Everett – Park – McPhee – Lincoln High – FM – Randolph – Lefler – Hawthorne – Culler – BSP – LPSDO

### **Delivery Dates**

August 29

September 6, 13, 20, 27

October 4, 11, 18, 25

November 1, 8, 15, 26

December 3, 10, 17, 26

January 4, 11, 18, 28

February 4, 11, 18, 28

March 3, 10, 17, 25

April 1, 8, 15, 22, 29

May 6, 13, 20\*

\*Last Delivery Date

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## SECTOR IV

**Schools:** Irving – Beattie – Rousseau – Hill – Southwest – Sheridan (at Temporary South Site) – Scott – Cavett – Humann – Pound – Zeman

### **Delivery Date**

August 30

September 7, 14, 21, 28

October 5, 12, 19, 26

November 2, 9, 16, 27

December 4, 11, 18, 27

January 7, 14, 22, 29

February 5, 12, 19, 26

March 4, 11, 18, 26

April 2, 9, 16, 23, 30

May 7, 14, 21\*

\*Last Delivery Date

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## SECTOR V

**Schools:** Southeast – Maxey – Lux – Pyrtle – East – Eastridge – Morley – Holmes – Bryan – Prescott – Saratoga

### **Delivery Date**

August 31

September 10, 17, 24

October 1, 8, 15, 22, 29

November 5, 12, 19, 28

December 5, 12, 19, 28

January 8, 15, 23, 30

February 6, 13, 20, 27

March 5, 12, 19, 27

April 3, 10, 17, 24

May 1, 8, 15, 22\*

\*Last Delivery Date

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**DELIVERY AREA AMENDMENTS** – Any request for change in pickup and delivery area should be directed to Jay Lawson, General Stores Superintendent, Distribution Center (436-1008).