

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

**FROM: Mark Shepard, Associate Superintendent for Business Affairs  
Dwayne Odvody, Director of Purchasing**

**SUBJECT: DELIVERY SCHEDULES**

**MAIL, FILM, AND PRINT JOB DELIVERY SCHEDULE**  
From August 18, 2008, through August 14, 2009

Trucks will deliver on a daily basis except for the following dates: **NO SERVICE on September 1, November 27 and 28, December 23, 2008, through January 2, 2009, January 19, April 10, May 25, and July 4.**

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

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

**LINCOLN PUBLIC SCHOOLS  
DISTRIBUTION CENTER  
GENERAL SUPPLIES/CUSTODIAL SUPPLIES  
DELIVERY SCHEDULE  
2008-09**

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>2008-09 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 29  
September 8, 15, 22, 29  
October 6, 13, 20, 27  
November 3, 10, 17, 24  
December 3, 10, 17, 24  
January 6, 13, 21, 28  
February 4, 11, 18, 25  
March 4, 11, 18, 25  
April 1, 8, 16, 23, 30  
May 7, 14, 21\*

\*Last Delivery Date

## SECTOR II

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

### **Delivery Dates**

September 2, 9, 16, 23, 30

October 7, 14, 21, 28

November 4, 11, 18, 25

December 4, 11, 18, 29

January 7, 14, 22, 29

February 5, 12, 19, 26

March 5, 12, 19, 26

April 2, 9, 17, 24

May 1, 8, 15, 22\*

\*Last Delivery Date

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## SECTOR III

**Schools** Roper – Saratoga – Everett – Park – McPhee – Lincoln High – FM –  
Randolph – Sheridan – Irving – Prescott – LPSDO

### **Delivery Dates**

September 3, 10, 17, 24

October 1, 8, 15, 22, 29

November 5, 12, 19, 26

December 5, 12, 19, 30

January 8, 15, 23, 30

February 6, 13, 20, 27

March 6, 13, 20, 27

April 3, 13, 20, 27

May 4, 11, 18\*

\*Last Delivery Date

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## SECTOR IV

**Schools:** Bryan – Lefler – BSP – Eastridge – Pyrtle – East – Morley – Lux – Maxey – Zeman – Calvert

### **Delivery Date**

September 4, 11, 18, 25  
October 2, 9, 16, 23, 30  
November 6, 13, 20  
December 1, 8, 15, 22, 31  
January 9, 16, 26  
February 2, 9, 16, 23  
March 2, 9, 16, 23, 30  
April 6, 14, 21, 28  
May 5, 12, 19\*

\*Last Delivery Date

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## SECTOR V

**Schools:** Beattie – Hill – Southwest – Scott – Adams – Holmes (at Temporary South Site) – Cavett – Humann – Pound – Rousseau – Southeast

### **Delivery Date**

September 5, 12, 19, 26  
October 3, 10, 17, 24, 31  
November 7, 14, 21  
December 2, 9, 16, 23  
January 5, 12, 20, 27  
February 3, 10, 17, 24  
March 3, 10, 17, 24, 31  
April 7, 15, 22, 29  
May 6, 13, 20\*

\*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).