

POLICY NAME: Box Procurement & Use
Effective Date: January 1, 2018

Purpose

To insure uniformity in obtaining and ensuring the efficacy of boxes used by employees of Golden Bridges in packing for clients.

Procedure

Boxes will be obtained by the owners of the organization. All boxes should be:

- In good condition
- Free from bugs
- Free from mold
- Sturdy

If any box does not meet the above standards then it should be disposed of after the job is complete. A large “X” should be placed in plain view and a separate pile for unwanted boxes should be established. Staff members have the authority to determine if a box is viable for another move. If there are any questions then the Team Lead will make the determination as to the condition of the box.

If possible the Team Lead will ensure that all supplies are on the job site. The Team Lead is also responsible for disposing or making arrangements to dispose of all boxes that are not suitable for reuse.