

# ESS Office/Event Supplies and Storage Spaces Overview and Procedures

Updated: 8/2021

## ESS Workroom

ESS maintains a minimal amount of supplies for **everyday office use**. Office supplies in the workroom are NOT meant for events. In addition to the everyday office supplies, we also have coffee, tea, creamer and sugars **for guests** that come in for meetings.

Supplies stocked in the ESS Workroom include:

ITEM
Basic Office Supplies: Pens, markers, tape, paper clips, staples, post-its, notepads, binder rings, etc.
Binders: varying sizes
Coffee supplies for guests (NOT for day-to-day staff use)
Cleaning supplies
Envelopes: varying sizes
Folders: File folders, hanging file folders, 2-pocket folders
Ink/Toner: for all printers and copier
Labels: Address, name badges, etc.
Paper: Plain white for all printers
Paper: Color, Certificate, Cardstock, etc.
Paper Goods/Catering: Cups, Kleenex, napkins, plates, utensils, plastic storage bags, serving trays, etc.

## Procedure for ordering general ESS department supplies found in the workroom:

- A mint color folder (titled ESS Supply Requests/Needs) with a pen attached will be in the workroom hanging on the wall between the counter and the confidential documents bin
- Staff should write their general ESS department supplies requests/needs down on the spreadsheet that is inside the folder, and then hang the folder back up.
- Periodically throughout the week, ESS's Division Support Assistants will check to see if there is an item requiring approval. Orders will be placed on the 10th and 25th.
- If there is an urgent need for an item, please add it to the list and send ESS's Division Support Assistants an email with the reason you need an order placed sooner and the ideal date to receive the item by.
- For all orders, ESS's Division Support Assistants will track the ordering date, date received, etc.
- NOTE: supplies for events should be ordered by the Event Planner supporting the event. Please allow enough time for orders to be placed and received prior to your event.

## ESS Hall Storage

Please only keep items in the Hall Storage that are for regular (weekly/monthly) use. Items for annual events should be stored at RESIG. When using Hall Storage, please remember/consider the following:

- Items are not able to be stored on the top of shelves or in walkways. This is a safety hazard. Please note – items that do not fit on your shelves may need to be moved to RESIG.
- Please only place your supplies on the shelves assigned to you.

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- If you need additional space, please see ESS's Division Support Assistants and they will work with you to reorganize or designate you more space.
- Please only take items from shelves that are assigned to you and/or ESS shared supplies.
- Please take a minute or two to occasionally go through the items on your shelves.
  - If you find something that is not yours, please bring it to ESS's Division Support Assistants.
  - Please trash/recycle anything that is out of date, no longer used, etc. **(NOTE – all technology recycling needs to be brought to ESS's Division Support Assistants to process, as it requires removal from our inventory system).**
  - If you need to move something to RESIG, please notify ESS's Division Support Assistants, and they will coordinate with necessary people.
- If you can't find something that is yours, please speak with ESS's Division Support Assistants. They will work on locating it or purchasing you a replacement.

The first [6 columns](#) on the right side in Hall Storage are for all ESS staff to share. Supplies are kept in larger quantities and are for events. Please notify ESS's Division Support Assistants when any supplies are running low or you use the last of something, so she can order more. Please return all items promptly for others to be able to use. Click [here](#) for an inventory of some of the most often used items.

**Column 1:** Supplies include hot chocolate, tea, sugars, creamer, cups, plates, napkins, serving utensils, bowls, platters, mason jars and vases. The 3 black carrying containers of coffee supplies are maintained by the students for our use at events.

**Column 2:** Supplies include baskets and bowls for tables, tablecloths, clips for tablecloths, metal stands to hold table signs/numbers, 4 portable iPad stands, plastic stemless wine glasses, blue drink tub, electric kettle, coffee maker, fidgets, [Polaroid cameras](#).

**Column 3:** Supplies include name badge holders, name badges, empty banner cartridges, first aid kits, dry erase table tents, acrylic sign holders (varying sizes), rolls of tickets, pin maker with supplies, empty bags, metal tub.

**Column 4:** Supplies include [72 Participant Boxes](#) and 19 table runners.

**Column 5:** Supplies include tissue paper, gift bags, red cellophane, larger baskets, hand sanitizers, 4 Presenter Boxes, markers, pens, etc for events and items to refill Participant Boxes.

**Column 6:** Supplies include all technology that ESS staff can check out for use at events. Our inventory is 1 printer, 2 cameras, 7 digital visualizers (Elmos, Ipevo, Lumens), 1 Catchbox and 8 LCD projectors. There are also easels on the bottom shelf.

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## RESIG

Items that are not used on a regular (weekly/monthly) basis are stored at the RESIG Warehouse, located at 5760 Skylane Blvd # 100, Windsor, CA 95492 . Larger items are kept at RESIG to prevent clutter in the Hall Storage Room.

When you need to move items to or from RESIG, please notify ESS's Division Support Assistants, and they will coordinate with necessary people.

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## GENERAL SUPPLY EXPECTATIONS

- ESS's Division Support Assistants will order department supplies as needed and store them in the ESS Workroom. If you have a need for a larger than normal quantity of department supplies or you use the last inventory of any particular item, please let ESS's Division Support Assistants know.
- Remember to always consider your supply needs or events well in advance of the event to allow ordering time if needed (i.e. – check a week before to see if there are enough plates for your event). If you need supplies ordered for your program's upcoming event, please connect with the Event Planner that supports your event to place the order.
- The students will restock coffee supply bins in the Hall Storage on an ongoing basis. If the bins need to be restocked sooner, please restock them using the supplies found in the Hall Storage. If coffee supplies are running low, please alert ESS's Division Support Assistants.
- Anytime that you use participant boxes for your event, please place them back on the shelves and pull the boxes to the front of the shelf. This is the indication to the students that those boxes were used and need to be checked/replenished. If this is not done, the boxes will be left as is and the next time they are used they might be missing items or have broken pencils, etc.
- Remember that supplies are shared by all staff in ESS and staff are responsible for making sure all the supplies used are brought back and returned for others to use.