

# BYU Dining Services

## Standard Operating Procedures

### Equipment Retrieval

**Business Process ID:** [BP0003](#)

**SOP Collection:** [Distribution](#)

**Last Updated:** June 17, 2024 (version 2)

**URL:** [/policy/distribution/retrieval](#)

**SOP Owner:** Brent Swasey (Manager, Dining Distribution)

**Accountable Group:** Dining Distribution

**Collaborative Business Process**

#### Purpose

This standard operating procedure defines area and Dining Distribution responsibilities for ensuring centralized equipment is returned to storage locations daily.

#### Responsibilities

Area Responsibilities	Centralized Responsibilities
<ul style="list-style-type: none"><li>• Provide an equipment pickup location to Dining Distribution when submitting a delivery request or Eatec requisition. This could be a dock, storage area, or room.</li><li>• Clean the equipment before it is retrieved (i.e. sheet pans and gray tubs).</li><li>• Move equipment to the assigned location as soon as possible.</li><li>• Contact <a href="mailto:diningdistribution@byu.edu">diningdistribution@byu.edu</a> if there are questions or additional equipment delivery needs.</li></ul>	<p><b><u>Dining Distribution</u></b></p> <ul style="list-style-type: none"><li>• Implement a daily equipment retrieval schedule from 12:00 PM – 4:00 PM for all centralized equipment. CSC- and DD-assigned drivers will pick up their respective equipment.</li><li>• Assist areas with additional equipment deliveries as needed.</li></ul>

#### Definitions

- For purposes of this SOP, “centralized equipment” includes sheet pans, keepers, meat racks, gray meat tubs, crates (blue & green), pallets, cambro trays, Coca-Cola pallets (WSC), CSC trays (brown & blue), WSC carts.