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| Study Materials  *This must be completed before other training in this section is started*  Set up includes a computer or tablet that has internet access. Ability to print from the training materials | Train on the following and have them practice:   * *Study Warehouse Skills at* <http://kmsprocedure.weebly.com/cm1-trng-1f-warehouse-skills.html> * *Print and pass Warehouse Skills Test at* <http://kmsprocedure.weebly.com/cm1-warehouse-skills-test.html> | *Check off and initial as completed* | *Trainer Notes* |
| Warehouse Basics  Set up - Straight truck, north bay of warehouse, | Train on the following and have them practice:   * Using a straight truck demonstrate and have them practice proper guidance of you backing a straight truck to the door of north bay. Show them clear hand signals of  1. continuing backwards, 2. going left or right 3. stopping      * Set up the tools of a staging area for unloading SIT. Properly locate items and set up a staging area including the following items:  1. Warehouse pad cart 2. Check-off cart 3. Warehouse hand truck 4. Stretch Wrap 5. Roll of tape  * Demonstrate a repad on a chest of drawers using a warehouse pad and tape. Explain that all SIT needs repadded. Have them practice on chest of drawers.      * Explain OS rack. Stretch wrap a couch using 2 DP’s and stretch wrap OS chair using 2 DP’s. Show them how to keep the wrap tight, how to keep from burning fingers during application, and how to properly break stretch wrap. * Explain labels. Their responsibility is to know how to properly attach them to a piece of O/S and to a storage vault. Have them practice attaching a label to a vault and OS furniture item using tape. * Sealing Crates. Their responsibility is to know how to properly seal up crates. Demonstrate the following and have them practice:  1. Storage Vault with clips 2. Crate with screws | *Check off and initial as completed*    **1 2 3**            **1 2 3**  **1 2 3**  **1 2 3**    **1 2 3**  **1 2** | *Trainer Notes* |