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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 BasicsSet 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* |