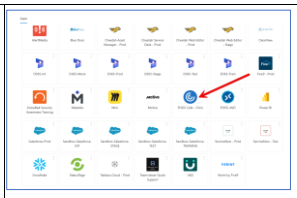
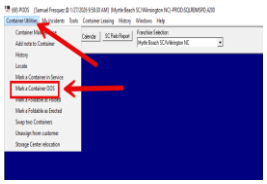
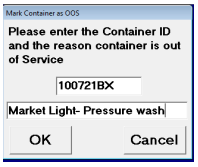
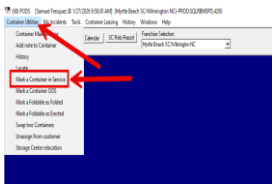
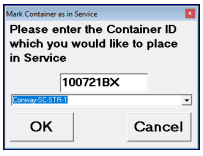
Standard Work - Transactional

PODS Moving & Storage	**Core Process - Container Repair**	Date Created:	1/26/2026
		Date Revised:	
		Version:	V1.0
	Process Name: Container Statusing	Leadership Sponsor	Rich Schwartz
		Process Owner:	SCW

Steps		Key Points & Background	Visuals & Job Aids	
1	**Best Practice- All Containers returning via FPU (Final Pickup) should be inpsected upon return**			
	Condition	**1.1**	**Inspection** 1. Unload Empty Container from Delivery Truck 2. Review Condition of Container 3. Determine if Container meets Brand Standards	Container Brand Standards Please see the above link for Container Brand Standard Guidelines Out of Service Policy Please see the above link for guidance on our Out of Service Policy
		1.2	**Tagging and Sorting** 1. Containers meeting Brand Standards should have a Green Tag applied and placed in "In Service Bins" 2. Containers not meeting Brand Standards should have Red Tag applied, placed in the "Out of Service Bins" and **Statused OOS (Out of Service) in RBMS within 24hrs.**	 
	Access	**2.1**	RBMS 1. Navigate to MyApps 2. Select PODS Citrix Café 3. Select PODS RBMS	My Apps MyApps.Microsoft.com  
	Statusing	**3.1**	**Marking Container OOS** 1. Navigate RBMS and select Container Utilities 2. Select "Mark Container OOS" 3. Enter Container Number 4. Enter Notes: If Container is being repaired at location enter: **"Market Heavy or Market Light" depending on severity of repair. Notes on type of repair can also be included. If Container is not being repaired at location and needs to be shipped to HUB, add note "Hub Heavy"** 5. Click "OK" to submit	 
		3.2	**Marking Container In Service** **Containers that have been repaired by the Market should be Marked back in Service within 24hrs of completed repair** 1. Navigate RBMS and select Container Utilities 2. Select "Mark Container in Service" 3. Enter Container Number 4. Select Storage Center Container is located in 5.Click "OK" to submit	 
	Resource	**4.1**	**Video Resource with Step by Step instructions located on the Intranet. Link provided**	