STANDARD OPERATING PROCEDURE # FDO 3.218

Subject: Maintenance Stockroom

Purpose and Scope: Define the operation of the maintenance stockroom facility in Building 93.

Policy: The maintenance stockroom in room 102 of Building 93 will be kept secure and managed by the Work Control Center.

The room will be kept secure and accessed only by people assigned to the Work Control Center. The second shift maintenance supervisor will have keys. For emergency access on weekends a University Police officer will escort the person needing emergency parts. Every effort will be made to prevent the access during emergency situations.

Directors will establish items to be stocked in the stockroom and make conservative estimates of the annual usage.

All withdrawal, return, and stocking transactions will be made in TMA.

All mechanics in Facilities Maintenance, Utility Operations and Building & Grounds will have individual TMA work orders for supplies and truck stock which will be charged to their operating department’s expense budget. Truck stock items used on specific shop orders should be charged to that work order and the individual’s work order should be credited.

People within Facilities Maintenance who are not normally involved in the operation of the stockroom will make a complete inventory annually on approximately June 30.

Monthly the Work Control Center personnel will make a random inventory of 10% of the items in the stockroom and any deviations from the perpetual inventory will be reported to the Director of Facilities Planning, Maintenance & Construction and Maintenance Superintendent.

Reorder points will be 1/12 of the actual (or estimated if actual is not known) annual usage.

Reorder quantity will be ¼ of the actual (or estimated if actual is not known) annual usage.

All withdrawals from stock will be charged to the work request that causes the withdrawal to be made.

Purchases and credits will be booked to appropriate account number 3500, 3560, 3610, and 3710.

Work Control Center personnel will review all p-card purchases made to determine if items were purchased on p-cards that were stocked. If any are found this fact will be reported to the Director of Facilities Planning, Maintenance & Construction.

The Trade Supervisor will monitor Pcard purchases for items that should be considered for stocking.

Approved by:

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