

**STANDARD OPERATING PROCEDURE # FAC 5.018****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 managed by the Work Control Center.

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.

Facilities Maintenance Non-Stockroom Staff will make a complete inventory annually by June 30.

Monthly the Work Control Center personnel will inventory 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 unless otherwise determined by Maintenance Superintendent

Reorder quantity will be ¼ of the actual (or estimated if actual is not known) annual usage unless otherwise determined by Maintenance Superintendent

All withdrawals from stock will be posted to the appropriate Work Order.

Purchases and credits will be charged to appropriate index, e.g., 3500, 3560, 3610, and 3710.



P-card reviewer will review purchases to determine if purchased items previously stocked. If any are found this fact will be reported to the appropriate functional department head.

Facilities supervisors will request additional items to be stocked.

**Developed by: Facilities Maintenance**

**Approved by:**

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Anthony Fisher  
Superintendent  
Facilities Maintenance

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Dr. Melinda S. Bowers  
Associate Vice President  
Administration/Facilities Management