



PARTS/EQUIPMENT ISSUE PROCEDURE (MNT-P004)

Clarksville-Montgomery County School System

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure outlines the process for issue of parts, equipment, and tools checked-out by Maintenance Department employees.

2.0 RESPONSIBILITY:

- 2.1 Building Maintenance Manager
- 2.2 Maintenance Supply Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Paperwork: Printed copy of work order, original copy of Equipment/Material Issue Form (ref. MNT-F003), referred to as "form" throughout the procedure.
- 4.2 Paperless: Work order request is sent from Maintenance Dispatcher or designee electronically to employee via hand held device, i.e. I-Pad.

5.0 PROCEDURE:

- 5.1 Maintenance worker determines need for parts, materials, or equipment.
- 5.2 Maintenance worker checks with Maintenance Supply Coordinator to determine if item is in stock.
 - 5.2.1 If the item is not in stock, it will be obtained from an outside vendor (ref. MNT-P001).
- 5.3 Maintenance worker provides Maintenance Supply Coordinator with the work order number that the part/equipment is being issued against (ref. MNT-P001).
- 5.4 Part/materials are issued using form MNT-F003.
 - 5.4.1 Maintenance Supply Clerk enters transaction into work order system, then files form MNT-F003 with the work order it is issue against.
 - 5.4.2 If issue is for tool check-out, form MNT-F003 is kept by Maintenance Supply Coordinator until the tool is returned. Upon return of the tool, the form is disposed as desired.



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order (computer generated)
- 6.2 Equipment/Material Issue form ([MNT-F003](#))
- 6.3 Work Order Procedure ([MNT-P001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Paperwork	Maintenance Department	Five Years	Destroyed	None required
Database	Vendor Facility	Indefinite	Archived	Daily Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/12/03		Initial Release
4/20/09	A	Change paperwork retention information
5/5/12	B	Update 5.4 and 5.5
2/23/15	C	Update logo and formatting. Add Parts Clerk to 2.2. Change "parts room" to "parts clerk."
9/20/19	D	2.1 Added "Building"; 2.2 Changed "Parts Clerk" to "Maintenance Supply Coordinator"; Added "4.2 Paperless: Work order request is sent from Maintenance Dispatcher or designee electronically to employee via hand held device, i.e. I-Pad"; 5.2 Changed "Parts Clerk" to "Maintenance Supply Coordinator"; 5.3 Changed "Parts Clerk" to "Maintenance Supply Coordinator"; 5.4.1 Changed "Parts Clerk" to "Maintenance Supply Coordinator"; 5.4.2 Changed "Parts Clerk" to "Maintenance Supply Coordinator"; 5.5 Added "or photo of furniture"; 9.1 Flowchart updated to reflect revisions.
2/17/21		Reviewed, no revisions



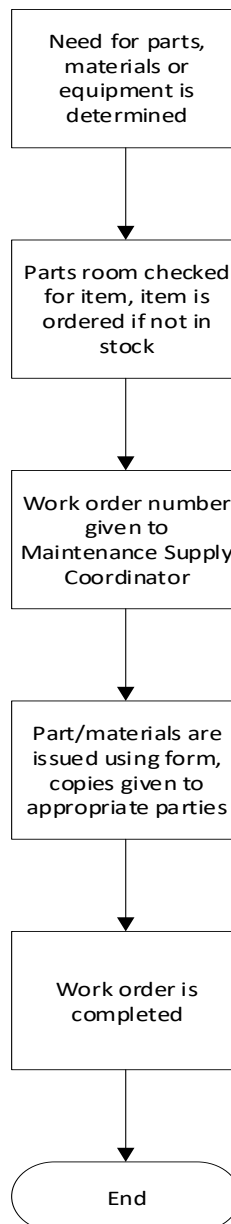
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9/9/22 E Deleted 5.5 "Work order with attached form or photo of furniture is completed in accordance with MNT-P001."

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.





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*** END OF PROCEDURE ***