

PARTS/EQUIPMENT ISSUE PROCEDURE (MNT-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for issue of parts, equipment and tools checked-out by the maintenance department.

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

2.0 RESPONSIBILITY:

- 2.1 Maintenance Manager

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.

5.0 PROCEDURE:

- 5.1 Maintenance worker determines need for parts, materials or equipment.
- 5.2 Maintenance worker checks with parts room to determine if item is in stock.
 - 5.2.1 If item is not in stock item will be obtained from outside vendor (ref. MNT-P001).
- 5.3 Maintenance worker provides parts room clerk with work order number that the part/equipment is being issued against (ref. MNT-P001).
- 5.4 Part/materials are issued using form, in duplicate with original copy provided to worker for attachment to printed work order.
 - 5.4.1 Parts room clerk keeps duplicate copy to enter transaction in work order system then discarded as desired.
 - 5.4.2 If issue is for tool check-out, original copy of form is provided to worker and duplicate is kept by parts room clerk until tool is returned. Upon return of tool all copies of form are disposed as desired.
- 5.5 Work order with attached form is completed in accordance with MNT-P001.

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](#))



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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

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

