

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

**PP/OP 01.05: Use and Disposal of Excess or Residual Materials and
Equipment from Projects and Maintenance Work Orders**

DATE: December 3, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide the guidelines necessary for Building Maintenance and Construction personnel to return or re-use excess or residual materials from customer projects or maintenance work orders.

REVIEW

The PP/OP will be reviewed in July of each year by the director for building maintenance and construction and the associate director for business office and material resources with recommendations forwarded to the managing director for physical plant.

POLICY AND PROCEDURE

1. **General Statement**

This PP/OP requires the cooperation of Building Maintenance and Construction Shops foremen, estimators, and Department Supply, to ensure materials are returned and re-used in a timely manner.

2. **Definition**

Excess or Residual Materials are those materials ordered for a specific project or maintenance work order that are not used for that purpose.

3. **Procedures**

- a. When a project or maintenance work order is complete, the shop foreman ensures that the excess or residual material and equipment are cleaned, inventoried, and labeled as serviceable.
- b. The material and equipment will be turned over to Department Supply for disposition. Materials in quantities less than a unit pack (e.g., partial sheets, coils, bundles, or boxes) may be kept in the shop for future use.
- c. Shop foreman verifies that materials ordered for the project or maintenance work order were either used or turned in to Department Supply.

- d. Department Supply operates the residual holding area (RHA) for residual or excess items. Residual items are used as the first source of supply for all new requirements.
- e. Estimators and shop foremen will screen material in the RHA and plan jobs around available excess whenever possible. Assets available in the RHA will automatically be used to satisfy purchase requests (PR) for material requirements at the time the PR is submitted.
- f. Jobs should be carefully estimated to minimize returns. When appropriate, any returned materials should be used on the next project or work order.
- g. If materials are specific or unique to a project, these items are to be labeled and stored in a secured area of the building or Erskine Warehouse.
- h. There may be rare cases when materials can be sent back to the vendor. Department Supply will make arrangements to return these items to vendor for credit.

RESPONSIBILITY

Position
Associate Director for Business
Office and Material Resources

Section
Review

Month
July

Director for Building
Maintenance & Construction

Review

July
(Annually)

Approved: _____

Reviewer

Approved: _____

Reviewer

Approved: _____

Managing Director for Physical Plant