

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 05.04: Repairable Assets

DATE: July 15, 2010

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish guidelines, accountability, and control for items being sent to commercial sources for repair.

The objective is to ensure that items requiring repair are expeditiously processed by Department Supply and Purchasing to vendors and picked up for distribution to the requestor for use.

REVIEW

This PP/OP will be reviewed in June of each even numbered year (ENY) by the Associate Director for Business Office and Material Resources with recommendations forwarded to the director for physical plant.

POLICY AND PROCEDURE

1. Accountability

Department Supply will account for all property to include tools, equipment, and applicable consumable materials requiring repair. The exception is two-way radio repair, which will be managed by Work Control.

2. Initial Repair Determination

Shop/plant foremen will determine the serviceability of all items. The most common types of repair actions involve meters, valves, pumps, motors, and power tools. When an item no longer performs as designed, the foreman will determine the feasibility for repair and initiate a Purchase Requisition, tag the item with one of the following priority ratings, and forward to Purchasing for processing.

- a. **Emergency** - Current or imminent stoppage on high priority work due to lack of this item.
- b. **High Priority** - one or two of a kind in the shop, but not needed immediately.
- c. **Routine** - Normal repair time/procedures are acceptable.

3. Repair Responsibility

The Shop Foreman will submit a Purchase Requisition for tools requiring repair and deliver to Purchasing the same day the tool is received. Purchasing will process the request and return it to Department Supply with repair activity and Purchase Order number assigned within 24 hours. Tool repair authorization reaching Department Supply before the daily supply run will be taken to the vendor that day; otherwise it will be delivered the next work day unless there is an emergency.

Purchasing will have an agreement with the vendor should the repair prove as or more costly than a replacement and the vendor will advise Purchasing accordingly. If the item is not repairable, Purchasing will: 1) Notify the foreman the item is not repairable, 2) request that the foremen submit a Purchase Requisition for a new replacement tool and 3) notify Department Supply to retrieve the item for disposal.

4. Emergency Repairs

Purchasing will identify emergency and high priority requirements to the vendor and request expedited repair service, paying a premium if necessary for emergency repairs. Emergency repairs could lead to a dedicated supply run to deliver and pick up the repairable item if these activities do not coincide with normally scheduled runs.

5. Record Keeping

Department Supply will control the delivery and pickup of items for repair through records by shop and purchase order number.

Some material such as valves will be needed immediately for the job; therefore, a new part will be purchased. The old part will be scraped.

RESPONSIBILITIES

POSITION

SECTION

MONTH

Associate Director for
Business Office and Material Resources

Review

June
(ENY)

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant