

# Facilities Management Operating Policies and Procedures Manual

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**Effective Date: 09-27-2005**

**Policy Number: 04-50-002**

**Section: Facilities and Services**

**Subject: Truck Stock & Shop Stock Policy**

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## **Purpose:**

To provide staff with a clear understanding of the Facilities Management truck stock, shop stock and tool assignment program. This will equip staff with available tools and work materials to reduce travel time and increase efficiency.

## **Truck Stock & Shop Stock:**

1. It is the responsibility of management and staff to work in a collaborative effort to establish an effective and efficient truck stock program.
2. Team leaders and their crews will complete an initial truck stock and tool inventory creating a list of all tools and materials needed to be assigned to each individual.
3. The appropriate supervisor will review tool and truck stock information and forward it to the PM foreman.
4. The PM Foreman will create a PM work order that attaches the list of tools and truck stock materials assigned to each individual. Semi- annually a Truck Stock PM work order is generated to adjust, update, and replenish shortages of tool and truck stock inventory. The Team Leader and the subordinate team members will complete the semi- annual inventory and indicate adjustments needed for tool and truck stock.
5. The appropriate supervisor will review tool and truck stock information and forward the inventory to PM foreman to update and create the next semi-annual inventory.
6. Each worker is accountable and responsible for the care and up keep of assigned tools and materials assigned as truck stock. Any truck stock used

will be replenished by workers as the work is performed and charged to the work order assigned. While this policy recognizes that a minimum amount of lost tool and truck stock shortages will occur, supervisors will review shortages and losses on a case by case basis. When excessive losses or shortages occur, corrective discipline will be administered to employees who are not meeting reasonable expectations of tool care.

7. Employees cannot receive their final check at retirement or termination until checking in all tools and truck stock (**FMOP 07-17-003**).
8. The supervisor is responsible for authorizing the replacement of damaged, broken, or lost tools and/or the purchase of new tools assigned to an individual.
9. When an employee is assigned to a different scope of work it may be necessary to adjust tool and truck stock assignments.
10. The Director or Assistant Director is responsible for assigning vehicles under his/her authority.

### **Shop Stock:**

Any shop stock needed for general shop use (paint shop, mill shop, welding shop, motor pool, etc.) will be handled in the same manner; stock being assigned and under the control of a Team Leader or Foreman.