



Facilities Operations

Policy 1005 Facilities Shop Supplies & Storage Closets

Responsible Office	Office of Facilities	Originally Issued	12/31/18
Responsible Official	Lead Administrator	Revision Date	12/31/18

Scope

This document outlines the acceptable use and practices of maintaining “supplies” or “supply closets” within the trade shops of Facilities Operations, as well as custodial, landscape & grounds shops within Facilities Services. Each trade shop (i.e. plumbing, electrical, millwork, locks, vehicle garage, etc.) maintains quantities of supplies within their shops, which are referred to as “supply closets”. These items are separate from like items stored in the formal inventory locations maintained as “inventory” at 344 Winchester on central campus for example. All supplies are considered expense items and are not accounted for as an asset or inventory.

Policy Statement

Shop supplies and supply closets are common and an industry standard in maintenance & service organizations. These items provide a source of emergency materials that can be quickly accessed after hours/weekends/holidays. This helps save time for the on-duty mechanics and avoids calling in to procurement or inventory when urgent. As a result, high overtime costs can be minimized. Secondly, having supply closets allows for the storage of materials that are hard to find or have long lead times or are no longer produced. Many of Yale’s systems are extremely old and sourcing replacements can be difficult. Some of the items within the supply closets are “used parts” that have been retained opportunistically during renovation or retrofitting projects, etc.

Shop supervisors generally have the authority to determine the acceptable quantities of items maintained within their supply closet. Each shop has unique requirements and unique volumes needed to support daily operations. As a result, each respective supervisor must diligently review supply items and quantities to minimize overall costs to Yale while maximizing operational efficiency.

Facilities personnel must purchase goods and services using practices that are compliant with federal and state laws and are aligned with Yale’s best business practices. Furthermore, this document does not supersede Yale University’s or other Facilities’ purchasing policies or procedures. This policy addresses the acceptable use and practices of maintaining supply closets within Facilities Operations.

The following outlines the acceptable item types and quantity limits within Facilities’ supply closets:

1. Standard supply item - quantity determined by Shop Supervisor
 - Examples are overhead items of small value not available from inventory. These frequently are considered “consumable items”.
2. Limited availability item - quantity determined by Shop Supervisor
 - Example of aged radiator parts no longer produced in the US.
3. Previously used item - quantity determined by Shop Supervisor
 - Example is unique light fixtures removed/salvaged from a campus building during renovation or retrofit, future demand is likely.

4. Emergency use item (not in Yale inventory) - quantity determined by Shop Supervisor based on lead time/availability
 - Example includes items needed for emergency deployment that are shop specific.
5. Emergency use item (available in Yale inventory) - quantity not to exceed 20
 - Example of commonly used plumbing parts also available in inventory stores on campus, therefore lead time/availability is limited to only one-night supply (one business day).

Each respective shop supervisor has the responsibility to annually review the reasonableness of their supplies/shop closets (quantities and item types), and ensure compliance with the policy herein. Facilities requires the above quantity limits to be used consistently and evaluated during the normal procurement process for future purchases.

Reason for the Policy

In most cases, purchasing activity through Facilities Operations becomes the basis for charges/billings to Yale departments, units or schools outside of Facilities Operations. This policy helps to ensure procurement and accumulation of shop supplies contains the appropriate level of management review and oversight.

Definitions

Not applicable

Special Situations/Exceptions

Not applicable

Roles and Responsibilities

Shop supervisors and Facilities Operations management is responsible for effective compliance with the above policy for their respective areas.

Related Information

Not applicable

Contact Information

Facilities Business Office

Revision History

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