Facilities Management Procedure
Weber State University
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After Hours Procedures for the Facilities Management Warehouse

Description:
This document defines the procedure for after-hours issue of materiel or supplies from the Facilities Management Warehouse.

Definitions:
Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.

Facilities Management Warehouse: The storage area where essential parts and supplies are received and/or housed for campus maintenance, work order and project requirements.

Responsible Party:
Facilities Management Warehouse personnel

Procedure:
The Facilities Management (FM) Warehouse will be the first source of supply for all materials and supplies used by FM staff in performing their duties. All materials and supplies issued by the FM Warehouse will be recorded on an open FM work order.

Occasions may arise when materiel and supplies are not available in the FM Warehouse and cannot be obtained in a timely manner in order to support the work requirement. The FM Warehouse manager will determine if materiel or supplies cannot be obtained. In such situations, FM staff is authorized to purchase supplies or materials from commercial vendors. Obtaining materiel or supplies from commercial vendors must be noted on the work request in the CMMS.
The FM Warehouse will accurately account for all maintenance/project materiel and any other items procured from the Facilities Management Warehouse.

Regular FM Warehouse hours are weekdays from 7:00 AM to 4:00 PM. In the event that an after-hours entry is required of an FM employee to complete a task, the following procedure will be executed:

**A. After Hours Procedure for Procuring Items from the FM Warehouse**

1. The FM craftsperson will perform a query in the CMMS to determine if the part is in stock at the FM Warehouse and learn the location of the item. (See Appendix 1 for Material Request/Search guide).
2. The FM craftsperson requiring material will visit the FM Heat Plant and sign in with the location and nature of the emergency work.
3. The Heat Plant operator will provide access to the FM Warehouse for the craftsperson and escort the technician/employee in and around the FM Warehouse.
4. The craftsperson will complete the paper counter release form with the following information:
   - “W” number and name of the employee
   - Work order number (or a work request will be created as soon as possible thereafter)
   - Date and time of release
   - Part number and quantity taken
   - Description of the work, location and a notation that the work was after hours
   - The FM craftsperson will sign the paper counter release form
5. The Heat Plant Operator will enter into the Heat Plant Log Book the date, time and name of the person they escorted through the FM Warehouse

If a work order does not exist for materiel required after hours, the Heat Plant operator will verbally report via telephone to the FM Customer Service representative all of the information required in Section A., Item 5. The FM Customer Service representative will enter a work request into the CMMS at the beginning of the next business day. The FM Warehouse technician or materiel manager will record the materiel from the paper counter release on the appropriate work order within one business day.

**B. Procuring Items Unavailable from the FM Warehouse**

1. In the event that materiel is not available from the FM Warehouse, the FM craftsperson will work the emergency situation into a “safe” condition and may delay permanent repair until the next morning when the FM Warehouse is able to procure the item.
2. The appropriate superintendent/shop manager will be contacted if the situation cannot be placed in a “safe” status until the part is obtained.
3. The superintendent/shop manager may be required to use their purchasing card to obtain the item in order to “safe” the situation.

4. At the time of the emergency, the suppliers may be closed. Supervisors will be aware that additional charges may be applied to have the supplier respond to a need by opening the business for a materiel or supplies.