PHYSICAL PLANT AND FACILITIES

INVENTORY SYSTEM PROCEDURE

Introduction:

In the dynamic and environment of Lourdes School of Mandaluyong, the efficient management of physical resources is essential for the smooth functioning of our facilities and the overall success of our operations. One critical aspect of this management is the comprehensive tracking and maintenance of the Inventory of Equipment for the Physical Plant and Facilities.

This procedure establishes a structured and systematic approach to the creation and maintenance of our equipment inventory. By implementing this procedure, we aim to ensure accurate documentation, efficient utilization, and timely maintenance of all equipment within our physical facilities. This process encompasses a wide array of resources, including administrative tools, classroom furniture, laboratory equipment, IT infrastructure, sports and recreational facilities, and much more.

This procedure emphasizes not only the creation of an initial inventory but also the ongoing commitment to regular audits, updates, and analysis. Through these efforts, we aim to identify opportunities for improvement, address challenges promptly, and ensure that our physical resources align seamlessly with the evolving needs of our school.

By adhering to this Inventory Procedure, we reinforce our commitment to accountability, efficiency, and resource optimization. We encourage all members of our community to actively participate in this initiative, fostering a collaborative approach to the stewardship of our physical resources.

Objective:

To establish a systematic process for creating and maintaining an accurate inventory of equipment within the physical plant and facilities of Lourdes School of Mandaluyong.

Procedure:

1. Identification and Labeling:

1.1 All equipment within the physical plant and facilities will be assigned a unique identification number.

1.2 Labels or tags with the identification number, equipment name, and acquisition date will be affixed to each item.

2. Inventory Creation:

2.1 The Physical Plant and Facilities Coordinator will initiate the creation of the inventory.

2.2 Utilize a designated software or spreadsheet to record details such as equipment name, identification number, date of acquisition, and location within the facility.

3. Categorization:

3.1 Classify equipment into relevant categories such as administrative, maintenance, classrooms, laboratories, sports, IT, cafeteria, outdoor, and security.

3.2 Assign each item to the appropriate category in the inventory record.

4. Regular Audits:

4.1 Conduct regular inspections of the equipment inventory at least once a year.

4.2 During inspections, verify the physical presence and condition of each item, updating the record as needed.

5. Documentation of Changes:

5.1 Document any changes in the inventory, including additions, disposals, or relocations.

5.2 Record the reason for changes and update the record promptly.

6. Equipment Disposal:

6.1 When equipment is deemed obsolete, damaged beyond repair, or no longer in use, follow the established disposal procedures.

6.2 Document the disposal by updating the inventory database to reflect the removal of the item.

7. Training and Awareness:

7.1 Provide training to maintenance personnel responsible for maintaining the equipment inventory.

7.2 Ensure maintenance personnel are aware of the importance of accurate record-keeping and understand their roles in the inventory management process.

8. Security Measures:

8.1 Implement security measures to safeguard the inventory record, limiting access to authorized personnel.

8.2 Regularly back up the inventory record to prevent data loss.

9. Reporting:

9.1 Generate regular reports from the inventory record to assess the overall condition, depreciation, and maintenance needs of the equipment.

9.2 Share relevant reports with relevant departments and stakeholders.

10. Continuous Improvement:

10.1 Solicit feedback from maintenance personnel involved in the inventory management process to identify areas for improvement.

10.2 Periodically review the inventory procedure and make updates as needed to enhance efficiency and accuracy.

Note: This procedure will be reviewed annually to ensure its effectiveness and relevance to the changing needs of the physical plant and facilities of Lourdes School of Mandaluyong.

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