

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
STATION INVENTORY	113	March 24 th , 2006	

PURPOSE

To establish procedures for attaining non-firefighting, non-vehicle maintenance, and non-EMS supplies for all LPFPD stations.

GENERAL

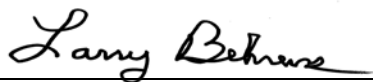
The on-duty Captain will be responsible for inventorying all stations and completing the “Inventory Request Form” on the first Wednesday of every month. The outlying stations will be inventoried for applicable items (Toilet Paper, Soap, Paper Towels, Etc.) during vehicle checks.

The “Inventory Request Form” will be relayed to the Supply Manager. The Supply Manager will be responsible for ordering/purchasing the requested items and issuing them to the requesting Captain.

Captains will be responsible for checking in the order of requested supplies and assuring delivery to the stations.

ADDITIONAL INFORMATION

Captains need to be aware that the stations will have a different rate of use of some items. Do not “stock-up” on items that may be perishable or have a “shelf-life.” Try to order and use what is need for the month.



Larry Behrens, Fire Chief

March 24th, 2006

Date

ITEM	REQUIRED AMOUNT	AMOUNT IN STOCK	AMOUNT TO ORDER	AMOUNT RECIEVED
Ajax Cleaner	4			
Aluminum Foil - Small	2			
Aluminum Foil - Large	1			
Disinfectant	Bulk Storage			
Baking Soda	1			
Baking Soda - Small	3			
Bleach	3 Gallons			
Brasso (for pole)	2			
Cascade	4			
Coffee	4 – 3 lb. Cans			
Coffee Creamer	4 - Powder			
Coffee Filters	200			
Deodorant Blocks	12			
Dishwashing Soap	6			
Furniture Polish	2			
Glass Cleaner	Bulk Storage			
Hand Soap	12 Dispenser			
Hot Chocolate	72 Singles			
Kleenex	12 Boxes			
Laundry Detergent	2 Buckets			
Lava Soap	Bulk Storage			
Light Bulbs 65 to 100 Watt	6			
Light Bulbs 60 Watt	6			
Light Bulbs 75 Watt	6			
Light Bulbs Halogen 75 Watt	4			
Light Bulbs Florescent 4'	6			
Light Bulbs Florescent 8'	6			
Lime Away	2			
Oven Cleaner	2			
Paper Towels (Multi-Fold)	2 Boxes			
Paper Towels (Rolls)	24			
Scouring Pads	12			
Shoe Polish	2			
Sugar	10 lb. Bag			
Sweetener	2 Boxes			
Tea Bags - Ice	2 Boxes			
Tea Bags - Hot	2 Boxes			
Toilet Tissue	1 Case (36)			
Trash Bags - XLarge	3 Boxes			
Trash Bega - Large	2 Boxes			
Carpet Spot Remover	4			
Liquid Soap	2 (1 gallon)			

ITEM	REQUIRED AMOUNT	AMOUNT IN STOCK	AMOUNT TO ORDER	AMOUNT RECIEVED
Action "D" Disinfecting Cleaner	Bulk Storage			
Aero SCBA Mask Cleaner	6			
Citrus Cleaner	2			
Clothes Dryer Sheets	4 Boxes			
Degreaser	1			
Floor Buff Pads	4			
Floor Wax	5 Gallons			
Floor Wax Stripper	5 Gallons			
Hand Cleaner (dry)				
Mop "N" Glow (Brite)	2			
Napkins	400			
Paper Plates	400			
Plastic Cups	400			
Plastic Utensils	200 each			
Saran Wrap	2 Rolls - Large			
Soft Scrub	2			
Styrofoam Cups	1 Case			
Toilet Bowl Cleaner	4			
Vacuum Bags	6 Packages			
Ziploc Bags - Gallon	2 Boxes			
Ziploc Bags - Quart	2 Boxes			
Air Freshener	6			
Lysol Spray	6			
Clorox Wipes	4			

REQUESTED BY _____

DATE TURNED INTO SUPPLY MANAGER _____

DATE ORDER FILLED BY SUPPLY MANAGER _____

DATE ORDER RECEIVED BY REQUESTING CAPTAIN _____

NOTE: Spa chemical stock will be the responsibility of the shift assigned the maintenance of the Hydraulic Rehabilitation Unit.