

ORDERING AND STOCKING OF
BUILDING SERVICE SUPPLIES

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1. GENERAL

1.01 This practice outlines a plan for controlling the ordering and stocking of cleaning and sanitary supplies in all buildings except possibly the smaller ones where the consumption is not sufficient to warrant the operation of the plan.

1.02 The plan consists of (1) establishing a central supply location in each building with suitable cabinets or shelving for storing the supplies, (2) designating each shelf or bin with the name of the item, the authorized quantity, and the package size to be stocked and (3) ordering the difference between the items on hand and the designated quantity on a scheduled requisition basis.

1.03 The practice outlines a method for determining the requirements of the supply items used currently by the house service force in each building and contains recommendations with regard to coordinating supply deliveries. It also includes a simplified ordering procedure through the use of imprinted requisitions.

1.04 A means for current supervisory control of the stock on hand is afforded under the plan without recourse to extensive records.

2. DETERMINATION OF SUPPLY REQUIREMENTS

2.01 The plan as outlined herein is intended to apply primarily to the frequently ordered building service supply items. It requires a detailed analysis of the past consumption of each item in each building plus the application of experience and other factors in order to determine the correct requirements. In the overall for a large area this will entail considerable clerical effort, however after the plan is established it will

not be necessary to post or maintain any records whatsoever. It is further suggested that the plan be introduced on a gradual basis i.e. completing the requirements study and establishing the stock in each building before proceeding with the next.

2.02 To determine requirements past consumption over a representative period is used as a guide. Recourse to past supply requisitions or to the Western Electric Company's records, where these may be available, will provide the necessary basic data.

2.03 It may be desirable however in order to check upon the reasonableness of the supply requirements, to make comparisons between a number of similar buildings on the consumption of like items, equated on a unit basis in terms of population, square feet or other applicable units.

2.04 It is not ordinarily necessary to set up requirements for items such as brushes, brooms, pails, mop and broom handles, chamois, artificial sponges, paper towel baskets, etc., as such supplies are ordered as required on a replacement basis.

2.05 Exhibit 1 represents the average consumption rate of several principal items as determined from the purchases made for a number of telephone buildings. These data are included only for illustrative purposes and may not be representative of the requirements in all areas.

3. STORAGE OF BUILDING SERVICE SUPPLIES

3.01 The storage space for building service supplies is usually in the basement and adjacent to an entrance or an elevator used for deliveries to the building.

3.02 The supplies should be kept on shelves in an available closet or in a suitable cabinet or locker.

3.03 The supplies should be arranged in an orderly manner with the name of each item, the maximum quantity to be stocked and the package unit size clearly marked on designation strips on each shelf or bin. The wording used in designating the items should conform to that on the requisition to facilitate reordering.

3.04 The lighter weight and smaller articles should be placed on the upper shelves

and the heavier items on the lower shelves. Exhibit 2 illustrates a supply storage cabinet fabricated from commercially available parts.

3.05 A complete list of the supplies for the building should be prepared and posted, for example, on one of the doors of the supply cabinet. This list should specify the proper ordering names, the authorized quantities of all items to be stocked, together with the recommended minimum ordering units and scheduled ordering period for the particular building. A typical example of such a list is illustrated on Exhibit 3.

3.06 In buildings where the usage of paper towels or toilet paper exceeds one carton per month, the packages may be dispensed directly from the carton, stored adjacent to the supply cabinet.

3.07 Certain of the building supply items, such as those listed below, have a tendency to deteriorate or to become shelf worn when kept on hand over extended periods and it is recommended that new deliveries of such items be arranged on the shelves or stored so that the remaining items on hand will be consumed first.

Liquid Soap	Powdered Soap
Liquid Wax	Hand Scouring Powder
Paper Towels	Soda Cleaner
Toilet Paper	Sanitary Napkins
Cake and Bar Soap	Paper Drinking Cups

3.08 Upon receipt of a shipment it should be checked with the shipping receipt and all items placed in their designated locations. All packing materials and empty cartons should be removed from the building as soon as possible.

3.09 In the larger buildings having building service closets or sink rooms located throughout the building, it may be desirable to maintain a limited quantity of toilet paper and paper towels on floors where the usage is heavy. However, consideration should first be given to providing additional dispensing capacity in washrooms which have been requiring paper replenishment more frequently than once a day.

3.10 Where the group cleaning plan is followed (B.S.P. H50.001), the daily supplies for each zone should be carried on the house service truck. The trucks are replenished from the central supply before the next cleaning period.

3.11 The building service supply quarters should be maintained in a neat and clean condition.

4. SCHEDULES FOR ORDERING AND DELIVERY

4.01 The frequency of ordering supplies should be based upon an economical balance between the rate of consumption, standard package quantities, established supply delivery schedules and the value of the stock to be carried.

4.02 In general the ordering schedule will be governed by the frequency with which certain items should be replenished as for example, paper towels, the cartons of which are bulky to deliver and to store in large quantities. It should not be necessary, however, to replenish every stock item every ordering period, as certain supplies involving a relatively small cost and amount of storage space may be conveniently handled in sufficient quantities to overlap one or two scheduled ordering periods.

4.03 Except in possibly the larger metropolitan buildings it should not be necessary to requisition building supplies more frequently than once a month.

4.04 The proposed ordering schedule, the supply items and the quantities involved for each building should be reviewed by the Superintendent of Supplies so that the building service requirements may be coordinated with the supply delivery facilities to the best advantage and at the same time effect a reasonably uniform flow of supplies from the Distributing House.

4.05 The schedule should be set up to allow adequate time between the date of ordering and the date required so that normal schedules on the part of the Distributing House and the supply delivery organization may be adhered to.

4.06 It is suggested that the ordering schedule for each building be established on a definite day-of-the-week basis, such as the first Monday in every month, the first and third Wednesdays, etc., as necessary.

4.07 Deviations from the scheduled ordering dates should be avoided, except in the event of emergencies, by making sure that sufficient quantities are available to last until the next delivery date and that supplies for special work be ordered sufficiently in advance to meet the job requirements.

5. SUPPLY REQUISITION

5.01 The use of a single page multi-copy requisition form with the names and package size of frequently used items imprinted thereon is recommended for ordering building service supplies. The number of copies of the requisition will depend upon local requirements. This method facilitates handling and filling the order by ensuring legibility as

well as the use of the proper ordering nomenclature and ordering units.

5.02 The determination of the items to be printed on the building supplies requisition should be based upon an analysis of the supplies ordered over a representative period. To be most beneficial, the form should be simple and clear in arrangement and wording and indicate the available standard packaging units. Ample blank spaces for writing in the occasionally ordered tools and supply items should be provided. In this connection, the Western Electric Company, through recourse to their records, may be of assistance in selecting the items to be printed and the unit quantities.

5.03 Padded sets of requisitions bound in a so-called snap-out arrangement as illustrated in Exhibit 4, is quite suitable. With this arrangement the requisitions are bound to a manila cover at the bottom with a perforated tear-off edge. The cover surrounds the requisitions and when slipped under the top set serves as a writing surface to prevent carbon transfers to following requisitions. The complete ordering information for items that are infrequently required may be printed on the cover for reference when orders for such items are written. Each set of copies of a requisition are bound with wire stapled tear-off binding at the top to hold the group together.

5.04 The text of the requisition form should be reviewed with the local Distributing House people, the accounting department and the supplies group, before being printed.

5.05 Printed requisitions should be reviewed periodically and revised, if necessary, to keep them up to date.

5.06 A review of the items written in on supply requisitions as well as of the orders

for imprinted items will serve as a guide in the revision of the form.

6. ORDERING SUPPLIES

6.01 It is suggested that the responsibility for the preparation and approval of the building supply requisition be kept in the building as far as practicable and that the requisition be then forwarded direct to the Distributing House.

6.02 In Areas where there are one or more small buildings in a district and individual building supply requisitions for such buildings would not be practicable, it is suggested that the buildings be supplied from a central point.

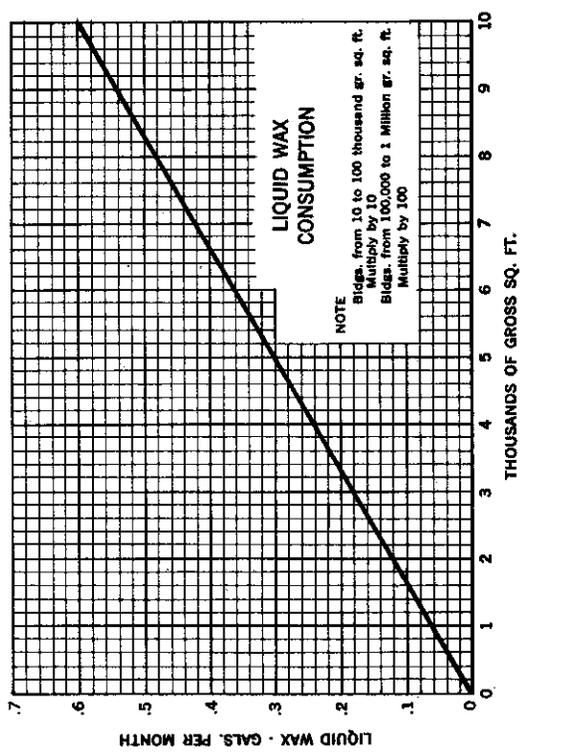
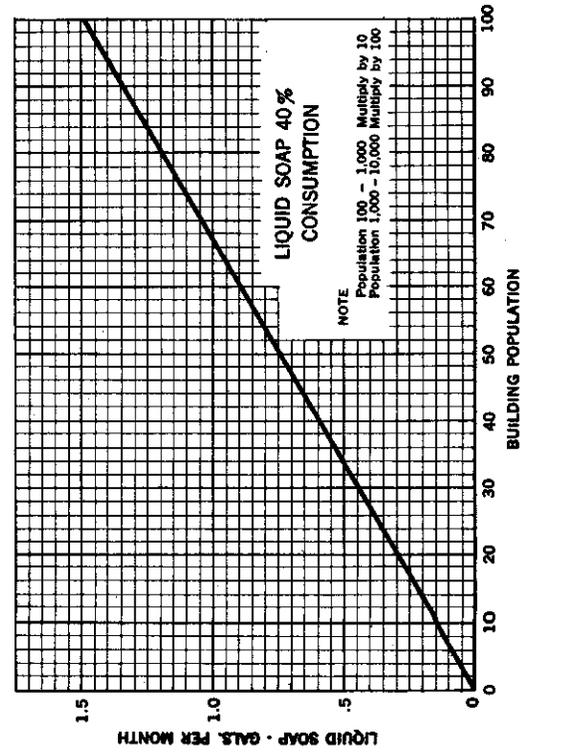
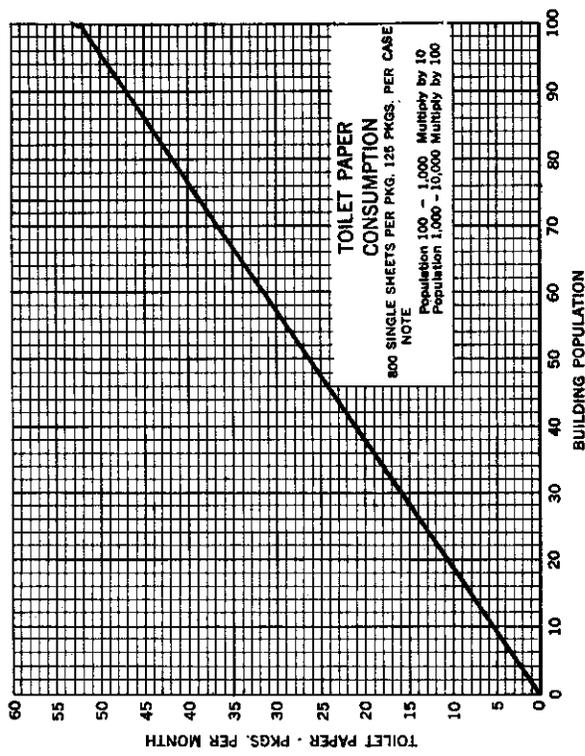
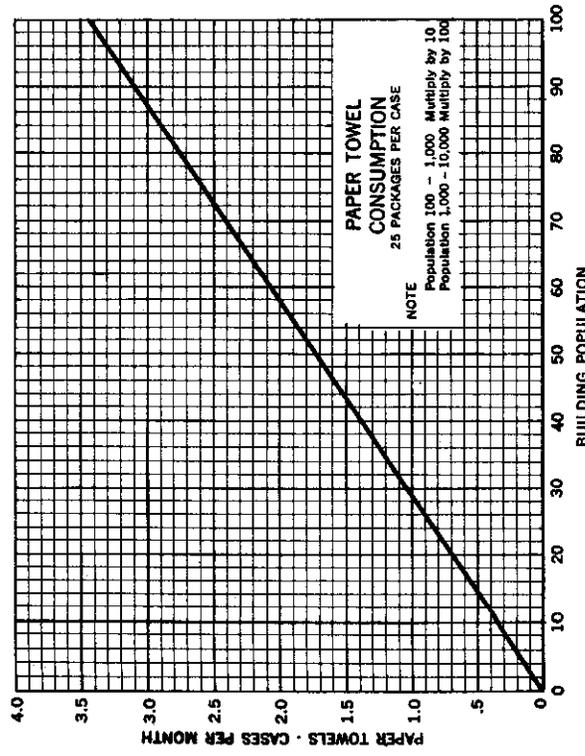
6.03 The items and quantities to be ordered at each scheduled ordering period should be determined by counting the remaining stock on hand and inserting in the "Order" column of the requisition, the difference between this amount and the designated authorized quantity modified as necessary by package units and minimum ordering quantities.

6.04 Orders for items not printed on the requisition form should be written clearly and firmly with a pencil in the space provided, to obtain legible carbon copies, using the ordering information printed on the cover of the requisition pad.

6.05 It is essential to the successful operation of the plan described herein that no substitutions or increases in quantities, of the building supply items authorized under the plan for a building, be made without supervisory approval.

6.06 A duplicate list of the authorized items and quantities stocked in each building should be kept on file in the division or area office for supervisory purposes.

BUILDING SERVICE SUPPLIES AVERAGE RATES OF CONSUMPTION



BUILDING SERVICE SUPPLIES

Building No.

Address

- Note 1. Supply requisitions for this building should be placed on the FIRST MONDAY of every month.
2. Orders should specify one or more units as necessary, to replenish to the authorized quantity. Do not place orders for less than minimum units listed below.

<u>Item</u>	<u>Authorized Quantity</u>	<u>Minimum Ordering Unit</u>
Cloths, dust, large	10 pc.	1 pc.
Cloths, sweeping	10 pc.	1 pc.
Cloths, wiping	*5 lbs (1 bundle)	5 lbs (1 bundle)
Cups, paper drinking	9 cartons	1 carton (250 cups)
Insecticide, liquid	*1 gal.	1 gal.
Insecticide, pyrethrum	*2 oz.	2 oz.
Lamps	5% of each size in use but not less than 2 of any size	6 (in sizes up to 100 watts) 1 (in sizes over 100 watts)
Mops (24 oz.)	3	1
Napkins, Sanitary	*100 (1 ctn.)	100 (1 ctn.)
Oil, paraffin (Aerial Cable Lubricant)	*1 gal.	1 gal.
Paper, toilet	25 pkgs.	10 pkgs.
Polish, furniture	2 qts.	1 qt.
Polish, metal	2 pts.	1 pt.
Recharge-Soda-Acid Exting.	2	1
" -Foam Type	1	1
Powdered Soap	10 lbs (2-5 lb bags)	5 lbs (1-5 lb bag)
Scouring Powder	5 lbs (1-5 lb bag)	5 lbs (1-5 lb bag)
Soda Cleaner	10 lbs (2-5 lb bags)	5 lbs (1-5 lb bag)
Soap, liquid 40%	*1 gal.	1 gal.
Soap, white floating	3 cakes	1 cake
Towels, paper	36 pkgs.	1 ctn. (25 pkgs.)
Wax, liquid	2 gal.	1 gal.

* Replenish when quantity on hand reaches 1/4 of authorized amount.

**BUILDING SERVICE SUPPLIES REQUISITION
 PADDED MULTIPLE - COPY ONE TIME CARBON**

H50.007
 Exhibit 4

