



Title		Document Code No.
Equipment Rental and Revolving Fund (ER&R) Stores Operation and Management		FES 11-1 (A-P)
Department/Issuing Agency		Effective Date
Department of Public Works - Fleet Administration		9-15-88
Approved <i>Paul T. ...</i> 8-31-88		

1.0 SUBJECT TITLE: Equipment Rental and Revolving Fund (ER&R) Stores Operation and Management

1.1 EFFECTIVE DATE:

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: (1) Equipment Repair Parts; (2) Building Materials; (3) Fuel; (4) Inventory

1.4 TABLE OF CONTENTS:

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2.0 PURPOSE: To provide policy and procedures governing the aquisition distribution and control of materials, parts, miscellaneous supplies and fuel maintenance necessary for the daily operation of user agencies.

3.0 ORGANIZATIONS AFFECTED: Applicable to all County Agencies, primarily Public Works and Parks Department.

4.0 REFERENCES:

4.1 Public Works Operation, Stores Supervisor
King County Department of Public Works
Fleet Administration
155 Monroe Avenue N.E., Building G
Renton, WA 98056 (206) 255-2531, Ext. 268

5.0 DEFINITIONS:

5.1 "Stores" means the ER&R Stores, Fleet Administration, Public Works, Renton, Washington. (See Appendice 9.1)

5.2 "Stock Item" means items maintained by Stores that have continual turnover or may be required in cases of emergency, that would result in exorbitant expenses if not readily available. Special orders or experimental products are not applicable.

5.3 "Expendable Inventory System" means the Stores automated operating system which produces the inventory activity reports and provides the Accounting Resource Management System (ARMS) with financial data.

5.4 "Totalizer Reading" means obtaining gallons of fuel pumped through a tank by reading the information on pump meter.

5.5 "Dipstick Reading" means obtaining the amount of fuel in a fuel storage tank using a calibrated measuring stick.

5.6 "Reorder Point" means the level at which stock should be replenished based on a number of criteria which include:

- 5.6.1 Previous usage
- 5.6.2 Lead time/availability
- 5.6.3 Volume discounts
- 5.6.4 Season factors, and
- 5.6.5 Anticipated fluctuations.

6.0 POLICIES:

Table of Contents, Section 6.0

6.1 Request for New Stock Item

6.2 Identifying Surplus

6.3 Low Cost Miscellaneous Items

6.4 Operating Hours

6.5 Returning Items to Inventory

6.6 Fuel Maintenance

6.1 Request for a New Stock Item

6.1.1 Whenever an agency requests a new item to be stocked in inventory, the agency shall be encouraged to purchase such items from their own budget until it is determined there will be a steady turnover of requested item.

6.1.2 ER&R Stores users shall submit a "Request for New Stock Item" to Stores for any item they have determined that should be an addition to Stores' inventory. (Appendice 9.2)

6.1.3 The balance of any new store item that has not shown adequate turn-over during the first year in stock shall be returned to the requester and charged to their respective budget.

6.1.4 Experimental or trial materials will not be purchased for inventory.

6.2 Identifying Surplus

- 6.2.1 Stores Supervisor shall consult with users of those store items that reflect little or no activity to determine their future status.

6.3 Low Cost Miscellaneous Items

- 6.3.1 The Stores Supervisor shall determine, on an individual basis, whether items having a unit price less than \$1.00 will be carried in inventory. The determination for such action may be based on one or more of the following:
 - 6.3.1.1 High Consumption or rapid turn-over rate;
 - 6.3.1.2 Items of high seasonal use;
 - 6.3.1.3 Control/accountability.

6.4 Operating Hours

- 6.4.1 Stores facilities shall be operated Monday through Friday, 6:30 a.m. to 4:00 p.m.
- 6.4.2 In case of an emergency situation Stores may adjust their hours of operation accordingly.

6.5 Returning Items to Stores

- 6.5.1 User agencies may return a previously purchased stock item to Stores provided that the following conditions are met:
 - 6.5.1.1 The item is in new condition;
 - 6.5.1.2 The item was charged out in the same calendar year and;
 - 6.5.1.3 The original charge number is still valid.

6.6 Fuel Maintenance

- 6.6.1 All fuel tanks shall be assigned tank numbers and such numbers will be maintained in a clear and legible manner.

- 6.6.2 Each Department shall designate a Fuel Site Coordinator to be responsible for fueling activity at each of their fueling sites.
- 6.6.3 Fleet Administration shall be notified of any problems that occur with the Fuel Dispensing System.
- 6.6.4 The ER&R Stores shall be responsible for fuel activity at only those fuel sites in which ER&R Stores maintains fuel inventory control. (See Appendice 9.4).

7.0 PROCEDURES

Table of Contents, Section 7.0

- 7.1 Obtaining Items from ER&R Stores
- 7.2 Monitoring Fuel Level
- 7.3 Receiving Fuel Orders
- 7.4 Reporting Fuel Usage

<u>RESPONSIBILITY</u>	<u>ACTION</u>
	7.1 Obtaining Items from ER&R Stores
Requester	7.1.1 Provides the Stores Clerk with "task and project/equipment number" when requesting an item from Stores.
Requester	7.1.2 Inspects issued items for accuracy and completeness and sign "Inventory Withdrawal" form. (Appendice 9.3)
Stores Clerk	7.1.3 Issues requested items and fill out "Inventory Withdrawal" forms as required.
	7.1.4 Assists requester with loading of issued items if necessary or requested.
	7.1.5 Provides requester with estimated delivery date if item requested is out of stock.
	7.2 Monitoring Fuel Levels

- | | | |
|-----------------------------------|-------|---|
| Fuel Site Coordinator | 7.2.1 | Notify Stores Supervisor when fuel level reaches reorder point obtained from "dipstick" reading. |
| | 7.2.2 | Allows for adequate lead time when ordering fuel to ensure that fuel supply is not exhausted. |
| Fleet Administration Fuel Monitor | 7.2.3 | For automated fuel sites, notify Stores Supervisor when fuel level reaches reorder point obtained from computer generated report. |

7.3 Receiving Fuel Orders

- | | | |
|-----------------------|---------|---|
| Stores Supervisor | 7.3.1 | Places order with vendor for fuel and informs supplier of delivery site location, tank number(s), and expected delivery date. (See Appendice 9.4) |
| Fuel Site Coordinator | 7.3.2 | Upon delivery of fuel by vendor; |
| | 7.3.2.1 | Obtain a fuel delivery ticket from vendor and verify quantity, fuel type, tank number and; |
| | 7.3.2.2 | Forward delivery ticket to Stores Supervisor. |
| | 7.3.3 | For automated fuel sites, enter quantity of fuel received and tank number into automated fuel system. |
| Stores Supervisor | 7.3.4 | Note delivery ticket data in fuel log. |
| | 7.3.5 | Forward delivery ticket to Fleet Administration. |
| Fleet Administration | 7.3.6 | Match delivery ticket to invoice and make any price/quantity adjustments. |
| | 7.3.7 | Prepare field order for fuel received and forward to Finance Division for payment. |

7.4 Reporting Fuel Usage

- | | | |
|-----------------------|---------|---|
| User | 7.4.1 | For automated fuel sites, input odometer readings and pump number into system prior to dispensing fuel. |
| | 7.4.2 | For manual fuel sites, complete all fields on the "Daily Gas/Diesel and Oil Report" form upon completion of dispensing fuel. (Appendice 9.5 and 9.6) |
| | 7.4.3 | For all sites, complete all appropriate sections of a "Daily Gas and Oil Report" form or "Daily Diesel and Oil Report" form for all <u>oil issues</u> . |
| Fuel Site Coordinator | 7.4.4 | On the last working day of each month; |
| | 7.4.4.1 | Submit all Daily Gas/Diesel and Oil forms to field supervisor. |
| | 7.4.4.2 | For manual fuel sites, report "dipstick" reading to Stores Supervisor. |
| | 7.4.4.3 | For automated fuel sites, report "dipstick" and "totalizer" readings to Stores Supervisor and enter into automated system. |
| Field Supervisor | 7.4.5 | Forwards Daily Gas/Diesel and Oil forms to Fleet Administration after checking accuracy. |
| Stores Supervisor | 7.4.6 | Completes a "Monthly Fuel Inventory" form using the readings received and forwards to Fleet Administration. |
| Fleet Administration | 7.4.7 | Totals Daily Gas/Diesel and Oil forms and forwards to ARMS for input into system. |
| | 7.4.8 | Uses the "Monthly Fuel Inventory" form to balance to the automated system. |

8.0 RESPONSIBILITIES

- 8.1 Department of Public Safety, Parks Department and Public Works Department are responsible for designating a "Fuel Site Coordinator" at each of their assigned fuel sites.

- 8.2 Fuel Site Coordinators will ensure that "Daily Gas/Diesel and Oil Report" forms are available at their respective fuel sites.
- 8.3 Field Supervisors will ensure that the Daily Gas/Diesel and Oil Forms are forwarded to Fleet Administration on the last working day of each month.
- 8.4 ER&R Stores Supervisor will ensure that all assigned fuel tanks are assigned tank numbers and those tanks are clearly and legibly marked.
- 8.5 Fleet Administration will ensure that the ER&R Stores Supervisor is notified when fuel level at automated sites reaches reorder point.

9.0 APPENDICES

- 9.1 - ER&R Stores Locations
- 9.2 - Request for New Stock Item
- 9.3 - Inventory Withdrawal T/C 62
- 9.4 - Fuel Site Locations
- 9.5 - King County Daily Gas and Oil Report
- 9.6 - King County Daily Diesel and Oil Report

ER&R Stores Locations

The ER&R Stores are divided into specialized areas. A brief description and location of each within the Renton Complex is given below:

- (1) Automotive - Loc: Bldg G Check out: Bldg G
- (2) General - Loc: Bldg G Check out: Bldg G
Small hand tools, safety equipment, housing supplies and miscellaneous materials.
- (3) Volatile - Loc: Bldg H Check out: Bldg G
Paints, thinners, solvents, lubricants, gasses.
- (4) Yard - Loc: Annex Check out: Bldg G
Roads materials, lumber, propane, construction supplies.
- (5) Traffic - Loc: Bldg B Check out: Bldg B
All Traffic related items such as signs, posts, reflective buttons, repair and manufacturing materials.
- (6) Electrical - Loc: Bldg B Check out: Bldg B
Electrical supplies for general purpose and traffic use. Includes signals, cable, wire and signal repair materials.
- (7) Steel - Loc: Bldg K Check out: Bldg K
Plate, angle iron, tubing, flat, hex, etc.
- (8) Tires - Loc: Bldg G (Tire Shop) and Bldg L
Check out: Bldg G
All tire orders must be handled by ER&R Shop personnel.

Item: _____

Description: _____

Suggested Stock Level: Maximum _____ Minimum _____

Anticipated Usage (One Month): _____ Estimated Obsolete Time in Months: _____

Justification: _____

Vendor Source: _____

Cost Estimate: _____ Estimated Cost Change (%): _____

I agree to provide ER&R with a charge number to dispose of this item if it is not
used within one year. Charge to: Task _____ Project _____

Signature: _____ Title: _____

Division: _____ Date: _____
-----I.D. # Issued: _____ Approved ☐ Yes ☐ NoSignature: _____ Date: _____
Stores SupervisorExplanation (If necessary): _____

Listing of Fuel Sites and Tank Numbers

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Appendix 9.4

ONLY THOSE FUEL SITES, IN WHICH THAT FUEL IS PART OF ER&R STORES INVENTORY, IS LISTED BELOW.

ER&R

<u>Location</u>		<u>Tank#</u>	<u>Size</u>	<u>Fuel Type</u>
Fuel Truck		7441	500	Regular
155 Monroe Ave. N.E.				
Renton		7442	1,000	Diesel
Corliss Victor-Marshall 255-2531				
Renton (Consolidated)	Automated-1	7931	20,000	Regular
155 Monroe Ave. N.E.				
Renton	Automated-2	7932	10,000	Unleaded
Joyce Mitchell				
(Fuel Pumps) 255-2531	Automated-3	7933	20,000	Diesel
Bruce Forbes				
(Tanks) 255-2531				

SURFACE WATER MANAGEMENT (Not For Equipment)

Black River Pump Plant		7921	16,000	Diesel
550 Monster Road				
Renton		7922	16,000	Diesel
Harry Alimendinger 255-2531				
Supervisor: Bruce Forbes		7923	16,000	Diesel

ROADS MAINTENANCE

Bruggers Bog (Div. 1)	Automated-1	7571	10,000	Unleaded
19547 25th Ave. N.E.				
Seattle	Automated-2	7573	10,000	Diesel
Dick Dragland, Carol Miller				
363-3044 or 362-1200				
Supervisor: John Loustis				
Cadman (Div. 1)		7561	1,000	Regular
19101 N.E. Union Hill Road				
Redmond		7562	1,000	Diesel
Al Campbell, Billy Johnson				
1-868-6110 or 1-868-6111				
Supervisor: John Loustis				

<u>Location</u>	<u>Tank #</u>	<u>Size</u>	<u>Fuel Type</u>
Sunset Park 13659 18th Ave. South Seattle Jim Brown 344-7644	7541	2,000	Unleaded
Tolt-McDonald Park 31020 N.E. 40th Carnation Dan Acker 1-333-4198	7171	300	Unleaded
<u>KING COUNTY POLICE</u>			
Lk. Young 16623 S.E. 176th Street Renton Mike Rodgers 433-2082	7532	500	Unleaded
<u>MISCELLANEOUS</u>			
Redmond 7733 Leary Way N.E. Redmond (Inspectors) 1-881-9585 Supervisor: Bruce Forbes Bruce Whittaker	7551	6,000	Unleaded
	7552	4,000	Diesel

Listing of Fuel Sites and Tank Numbers
Page 3

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Appendice 9.4

<u>Location</u>	<u>Tank #</u>	<u>Size</u>	<u>Fuel Type</u>
Sunset (Div. 3) 13831 18th Ave. South Seattle	Automated-2 7543	10,000	Diesel
Geri Malgarini, Mike Dale 243-2616	Automated-1 *8041	10,000	Unleaded
Supervisor: Wendell (Shorty) Forgaard *NOTE (Prec. 4 located @ Sunset Div.3)			
<u>PARKS</u> (Contact: Ken Croy 344-4142) Departmental Use Only			
Enumclaw S.E. 448th St. & 204th Ave. S.E. Enumclaw Leland Smith 1-825-7777	7111	500	Unleaded
Five Mile Lake Park 36429 44th Ave. South Federal Way Ron Lewallin 1-927-5525	7181	500	Unleaded
Hamlin Park 16006 15th Ave. N.E. Seattle	7121	500	Unleaded
Don Harig 362-3266	7122	275	Diesel
Jaunita Park 9304 Juanita Drive N.E. Kirkland	7131	1,000	Unleaded
Mike Gage 1-823-2706	7132	1,000	Unleaded
	7133	600	Diesel
Lake Wilderness Park 22601 S.E. 248th Street Maple Valley	7141	500	Unleaded
G. Hawk 432-0300	7142	300	Diesel
Luther Burbank Park 2040 80th Ave. S.E. Mercer Island	7191	500	Unleaded
Scott Snyder 232-8072			
Marymoor Park 6046 West Lk. Sammamish Pkwy. Redmond	7151	675	Unleaded
Mick Macko 1-885-2216			

KING COUNTY DAILY GAS AND OIL REPORT

DATE _____

LOCATION _____

LOC. #

STARTING
PUMP READING

ARMS CODING BLOCK

[illegible]

TOTALS

APPROVED BY _____

KING COUNTY DAILY DIESEL AND OIL REPORT

DATE _____

LOCATION _____

LOC. #

ARMS CODING BLOCK				04500	04512	ODOMETER READING	LICENSE NUMBER	DEPT. OR DIV. AND DRIVER'S NAM
ORG. UNIT	TASK	OPT.	EQUIPMENT PROJECT OR W/A	GALS. OF DIESEL	QTS. OF OIL			
1				.	.			
2				.	.			
3				.	.			
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17				.	.			
18				.	.			
19				.	.			
20				.	.			
TOTALS				.	.			

APPROVED BY _____



King County
Records and Elections Division
Records Management Section
Department of
Executive Administration
553 King County Administration Bldg.
500 Fourth Avenue
Seattle, Washington 98104
(206) 344-3911

September 8, 1988

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,
Records and Elections Division,
Department of Executive Administration

RE: General Administrative Policy FES 11-1 (A-P) Distribution

This memo transmits General Administrative Policy FES 11-1 (A-P), "Equipment Rental and Revolving Fund (ER&R) Stores Operation and Management".

Please file the policy in the A-P Manual according to the Document Code Number.

If you have questions, please call Records Management at 6-1572.

INF 7-1
cac7.2

RECEIVED

AUG 4 1988

KING CO.
FLEET ADMIN.

VIA: Paul Tanaka, Acting Director, Department of Public Works

FM: Fleet Administration
RE: Equipment Rental and Revolving Fund (ER&F) Stores Operations and Management

FOR QUESTIONS OR CLARIFICATION, PLEASE CONTACT:

Bill Glenn, Fleet Administration 296-6521

PLEASE RETURN THIS COMPLETED FORM BY August 8, 1988 TO: Fleet Administration

MS 8A

COMMENTS
CONCUR
CONCUR WITH RESERVATIONS
INDICATED
DO NOT CONCUR FOR REASONS
INDICATED
NO COMMENT

RESERVATIONS, REASONS FOR NON-CONCURRENCE, RECOMMENDATIONS FOR COMMENTS:

Billy, the document code no. is assigned by Records Mgt of the first distribution. Also, the included a summary of your 7.0 procedures section to compare to play script chronologically system. Obviously, there are some problems w/ my records because of not familiar w/ your system, but if I will give you a clearer idea of how the record works. Call me, Barry Craver at 296-1572 if you have questions -

SIGNED: Barry Craver, JPH/MS DATE 8-3-88

Billy, I have completed a review of your revised policies. They look fine and are approved to be sent on to the next step of the process.

Mark Runkfeld 8-17-88