

## BUILDING SERVICE SUPPLIES REQUIREMENTS AND STORING



### 1. GENERAL

**1.01** This section outlines a method for determining requirements and storing building service supplies.

**1.02** This section covers material formerly contained in Section 770-120-001 and has been renumbered as part of the general reorganization of the 770-1 layer. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

**1.03** The larger buildings should have lockers and sufficient shelving to accommodate the supplies. Smaller buildings should have orderly arranged shelves.

**1.04** Ordering schedules should be established and the requirements for each building or location should be determined to allow adequate time between the ordering date and the date when the supplies will be needed.

### 2. DETERMINING SUPPLY REQUIREMENTS

**2.01** The Western Electric Company maintains ample stock at its distributing houses based on usage demand; therefore, it is not necessary for a location to maintain a large investment in supplies. The objective should be to keep stock as low as possible and still be able to satisfy the demand. The frequency of ordering supplies should be based upon an economical balance considering the rate of consumption, standard package quantities, established supply delivery schedules, and the value of the stock to be carried. By observing these principles, the unprofitable investment of capital for excessive supplies may be avoided.

**2.02** A review of past supply orders for a period of approximately 1 year should identify the consumption rate of commonly used items and help to determine what stocks should be maintained for each building or location. Exhibit 1 provides an illustrative example of such a consumption rate list.

**2.03** For buildings where large numbers of people are subject to being moved in or out, the consumption rate may vary sufficiently to warrant a review of the quantity to be stocked and the ordering frequency for various building supplies.

### 3. STORING BUILDING SERVICE SUPPLIES

**3.01** In larger buildings, storage space for building service supplies is usually in the basement and should be close to an entrance or an elevator used for deliveries to the building. The storage area should be kept locked and only authorized personnel admitted.

**3.02** The supplies should be stored in suitable lockers and/or shelves in the storage area and should be arranged and maintained in a neat and orderly manner. The name and complete ordering information for each item should be marked on strips placed on each shelf or bin where the item is stored. The maximum and minimum authorized quantity should be indicated on the strips.

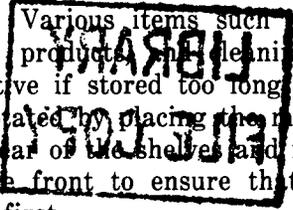
**3.03** Heavier items should be placed on the lower shelves and the smaller and lighter ones on the upper shelves. The shelves and lockers should be secured to prevent any possibility of being tipped.

**3.04** All cleaning materials, scouring powder, etc, should be stored below eye level to prevent this material from accidentally spilling into the eyes or face.

**3.05** A complete list of the supplies for the building should be prepared and posted to the inside of a locker door or adjacent to the shelving. The list should specify the proper ordering information, including minimum ordering unit for each item, the maximum and minimum quantity to be stocked, and the ordering schedule. Exhibit 2 provides an illustrative example of such a list. A list should be developed and prepared for each location by the responsible supervisor.

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**3.06** Various items such as floor waxes, paper products, and cleaning agents become less effective if stored too long. These stocks should be rotated by placing the most recent delivery on the rear of the shelves and moving the older ones to the front to ensure that the older items are used first.



supplies that receive heavy usage within the immediate area or floor where the closets are located.

**3.08** It is recommended that fluorescent lamps be stored in their original cartons. (See Section 770-140-110.)

**3.07** In larger buildings having service closets or sink rooms, it would be preferable to utilize them for storing a limited quantity of certain

**3.09** All storage areas must be adequately lighted and maintained in a neat, clean, and orderly condition.

**BUILDING SERVICE SUPPLIES  
APPROXIMATE USAGE OF PRINCIPAL ITEMS**

SANITARY SUPPLIES		
Soap, Liquid (Concentrated)	1 Gal	Per 100 occupants per month
Towels, Paper (Twin-Type)	80 Pkg	
Paper, Toilet (Flat)	60 Pkg	
Paper, Toilet (Roll)	76 Rolls	
Napkins, Sanitary (Per 100 Females)	67	
CLEANING SUPPLIES		
Powder, Scouring	0.1 Can	Per 1000 gross square feet per month
Soap, Powdered	0.3 Lb	
Cloth, Treated (Disposable)	2.0 Pcs	
Cloth, Sweeping	6.0 Pcs	
Wax, Floor, W-8	0.2 Gal	
Cleaner, Bowl, Toilet	7.0 Oz	
Cleaner, Floor, Liquid	0.15 Gal	
Cleaner, Multi-purpose, C-7	0.17 Gal	
Finish, Floor, F-7	0.17 Gal	
Polish, Liquid, Furniture	0.03 Gal	
Polish, Metal	0.02 Gal	

Exhibit 1

**ILLUSTRATIVE LIST OF SUPPLIES TO BE STOCKED**  
(Items and Quantities are Illustrative Only and Must be Determined Locally.)

BUILDING \_\_\_\_\_ LOCATION \_\_\_\_\_

ORDERING SCHEDULE \_\_\_\_\_

Order One or More "Minimum Ordering Unit" To  
Replenish to the "Maximum Quantity" as Listed Below.

ITEM	RECOMMENDED MAX QTY ON HAND	RECOMMENDED MIN QTY ON HAND	MINIMUM ORDERING UNIT
Cleaner, Bowl, Toilet	10 Cans	3 Cans	1 Can
Cleaner, Floor, Liquid	5 Gal	1 Gal	1 Gal
Cleaner, Multipurpose C-7	5 Gal	1 Gal	1 Gal
Cloth, Sweeping	50 Pcs	10 Pcs	25 Pcs
Cloth, Treated	5 Pkg	1 Pkg	1 Pkg
Finish, Floor F-7	10 Gal	1 Gal	1 Gal
Lamp, Incandescent (Each Size)	See Note	2 Lamps	1 Lamp
Lamp, Fluorescent (Each Size)	See Note	2 Lamps	24 Lamps
Mop, Water	3 Mops	1 Mop	1 Mop
Paper, Toilet (Roll)	100 Rolls	15 Rolls	100 Rolls
Polish, Liquid, Furniture	2 Qt	1 Qt	1 Qt
Polish, Metal	2 Pt	1 Pt	1 Pt
Powder, Scouring	3 Cans	1 Can	1 Can
Soap, Powdered	12 Lb	3 Lb	3 Lb
Soap, Liquid (Concentrated)	5 Gal	1 Gal	1 Gal
Wax, Floor W-8	5 Gal	1 Gal	1 Gal

*Note 1:* Incandescent Lamps — maximum quantity is approximately 5 percent of total number installed.

*Note 2:* Fluorescent Lamps — maximum quantity is approximately 2 percent of total number installed.

Exhibit 2