

# Washington Township Fire Department Standard Operating Procedure

**Division 500:** Maintenance  
**Section 503:** Fire & Rescue Tools & Equipment  
**Subject 503.01:** Supplies Replenishment  
**Supersedes:** Maintenance Bulletin 93-3



## Approved By:

Date: February 28, 2005

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## **PURPOSE:**

This guideline establishes when and how certain supplies and materials are replenished for use within the administrative, fire, technical rescue, hazardous materials, or weapons of mass destruction operational needs.

## **RESPONSIBILITY:**

All members shall become familiar with and use the provisions of this guideline, and refresh themselves as necessary to maintain their effectiveness.

## **PROCEDURE:**

Supplies and materials needed to promote the operational needs of the above listed program areas are available through a requisition process. Members shall maintain all necessary supplies and materials in a sufficient quantity to complete their duties and assignments. As the quantity of supplies and materials "on hand" is used up, the requisition process shall be used.

## DISTRICT SUPPLIES:

The District Supply Order form, Form #95, shall be used to order supplies for the individual fire stations and may include, but is not limited to, janitorial supplies, chemical supplies, paint, light bulbs, and lubricants. The form is only to be submitted weekly, normally on Monday. This form is to be filled out by any member so that it details the specific item and quantity. The form is to be left in an accessible location so that all users will have access to add items needed throughout the week. Before submission to a Deputy Chief, the form will be dated and signed by a Station Officer. After approval, the form will be submitted to the Maintenance Department to complete the processing and order fulfillment. Should a requested item no longer be available, or is out of stock, this matter will be so noted on the returned form when supplies and materials are delivered to the station.

## MAINTENANCE SUPPLIES:

Certain supplies and materials will be cached at the Maintenance Department. These supplies and materials will normally relate to the articles needed to maintain the daily, weekly, and monthly operation of the department. As the need arises, for a particular article or item, a Maintenance Department member will complete a Parts/Supply Order Log, Form #96A, requesting the material or supplies.

## OFFICE SUPPLIES:

The Office Supplies Requisition, Form #113, shall be used to order supplies for individual work sites and fire stations and may include, but is not limited to, envelopes, file folders, paper, pencils, pens, staples, or tape.