



Administrative Procedure HKO-P001 **HOUSEKEEPING SUPPLIES PURCHASING PROCEDURE**

Responsible: Office of CPM, Housekeeping Department

PURPOSE

This administrative procedure establishes the process used by the Housekeeping Department for the preparation of the supply budget, bidding, specifications and quotes for purchasing of custodial supplies at the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. The Assistant Director of Housekeeping, in association with the Assistant Housekeeping Operations Manager, shall verify the available budget for the fiscal year.
2. The Assistant Housekeeping Operations Manager in consultation with the Assistant Director of Housekeeping, shall identify the District's custodial needs as to quantity, quality, cost, and performance.
 - a. Data for the previous year shall be reviewed.
 - b. Decisions shall be based in part on environmental considerations, quality of the product(s), grade of materials, and performance.
 - c. Custodial feedback on critical products shall be considered using the completed Product/Equipment (New and Used) Evaluation Form (HKO-F005).
3. The Assistant Housekeeping Operations Manager, in consultation with the Assistant Director of Housekeeping, shall prepare the product specifications, identifying the product of choice and amounts needed.
4. The Assistant Housekeeping Operations Manager shall communicate with the Purchasing Department to discuss custodial bids (See Bid Opening Procedure (PUR-P200)), discuss final quotes, and to evaluate sample of custodial product bid.
 - a. If sample does not meet District specification, the next lowest bidder meeting specifications shall be used.
5. The Assistant Housekeeping Operations Manager, in consultation with the Assistant Director of Housekeeping, shall prepare requisition for submittal to Purchasing.
 - a. Depending upon warehouse space availability, the order may require multiple requisitions to ensure delivery of the product through the course

of the school year.

6. The Administration Building Warehouse/Distribution Center receives the products and verifies the ordered quantity with the freight ticket.
 - a. If the product is non-conforming, (incorrect amounts and/or incorrect packaging, i.e. pint, quart, gallon, etc., as listed in the specification in the bid), the vendor is contacted and the product is returned.
 - b. If the product is damaged in freight, the product is not accepted.
 - c. If the product received is acceptable, it is logged into the financial software system.
7. The Storekeeper II monitors the inventory by using the financial software system, and conducts a regular walk-through of the warehouse.
8. Custodial supplies are distributed to school sites and locations on an as needed basis.

DEFINITIONS

1. Critical product – consists of but is not limited to disinfectants, floor finish, floor stripper, degreaser, roll towels
2. SDS refers to Safety Data Sheets
3. Custodial Supplies- All supplies purchased through Housekeeping Operations that are distributed through the custodial warehouse.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3320, Purchasing Procedures
 - b. Board Policy 3321, Bids/Quotations and Contracts, and the associated administrative regulation

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in odd-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/27/2006	A	Adopted
11/30/2006	B	Revised: Changed name of form referenced in 5.2.3; reworded sentence 5.4.1; corrected typographical error in 5.6.1 and 5.7; changed form name in 6.6; update record retention table.
4/23/2009	C	Revised: 1.1 Added "Department of the Capital Projects & Planning & Facilities Management Division"; 2.1 added "Assistant" and replaced "Operations" with Capital Projects & Planning & Facilities Management"; 3.1 replaced "Plant Facilities Administrator" with "Housekeeping Operations Supervisor"; added Section 4.3; 5.6.1 changed "requisition" to "order," added "multiple requisitions to ensure" after "require," and deleted last sentence "This...reorder points"; 5.7.1 changed both "correct" words in parentheses to "incorrect"; 5.7.2 changed "received" to "accepted"; 5.7.3 changed "Bi-Tech inventory" to "financial software"; 5.8 changed "Bi- Tech" to "financial software."
9/13/2017	1.0	Revised to update position titles from Field Supervisor
1/07/2019	2.0	Revised to update position titles, grammatical errors, etc.