

Procedure: Property Management – Spares Being Stored in Centrally Managed Facilities

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

How property classified as spares is stored at centrally managed facilities

1. Purpose

The purpose of this procedure is to describe the processes involved with storing spares at Fermilab's centrally managed property storage facilities, Warehouses 1 and 2 and the Railhead Operation.

2. Procedure

The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages a program to accept, store, justify, maintain, and disposition property stored as spares. LPC manages this program using the following processes.

- 2.1. Requestors complete a Material Move Request (MMR) listing property (spares) that are requested to be stored. Requestors obtain Division/Section/Project (D/S/P) management approval, unless requestors have prior authorization from D/S/P management to store property. The project/ experiment is listed on the MMR. This initial justification is approved by the requestor's supervisor as well as D/S/P management.
- 2.2. Every two years, justification is obtained for spares' continued storage. The property is justified by the requestor and approved by the requestor's supervisor. An inventory listing is generated by FESS LPC and sent to each custodian that has Spares being stored in the facilities managed by the Logistics and Property Control (LPC) department.
- 2.3. Justifications are processed in the computerized asset management system, and a hard copy of the listing is maintained by the Property Office.
- 2.4. Stores property maintenance records are maintained by the custodian. If/ when preventative maintenance needs to be performed it is the responsibility of the custodian to make the appropriate arrangements to schedule this required maintenance.

3. Definitions

Spare Equipment/ Property – items held as replacement spares for equipment in current use.

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **Custodians** who store spares in facilities managed by FESS LPC operations are responsible for following guidance in this procedure.

5. Resources / Supporting Documents

N/A

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:28:30 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 06:15:21 -05'00'</small>