

How do you handle inventory control for consumable items for work orders?

We have a locked location at four sites for a warehouse area for parts. We have an Inventory Control Manager at the main warehouse and other staff at the smaller locations that are responsible for checking out inventory parts to the other maintenance employees. Logs are maintained for each employee that notes the parts checked out and what unit they were used for. All of our inventory data is stored in an Access database because Lindsey cannot handle multiple warehouses for us. The logs are turned in daily and the usage is recorded by our accounting staff. At month end we run reports on usage and charge each set of books for parts. When items are purchased by our Procurement Administrator they are recorded as an asset, inventory, in the COCC. The Inventory Control Manager is responsible for receiving parts, for doing periodic inventory counts and for overseeing our annual count of all parts on hand. We do use the iPad system from Lindsey for our work orders. (Central Texas Housing Consortium--Temple, Belton)

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Inventory each quarter (Dublin)

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Lindsey software inventory control and mobile work orders on ipad  
(San Saba)

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Work order system, spot checks on inventory and visit repair sites periodically. (Gladewater)

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If you are referring to the Housing Authority public housing side, yes- each site keeps a small inventory of the most commonly used items on hand. All orders are dropped shipped and expensed out to each site.  
(Austin)

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Inventory is a part of the HAPPY software Work Order module. Maintenance staff is expected to complete the work order hard-copy sheet, including labor hours and parts / supplies used by HAPPY's inventory control number. Clerical staff enters the data into HAPPY to "close-out" the work order, which would mean maintaining an inventory record. Clerical staff is also responsible for entering data into the inventory as supplies are ordered and when they arrive. Clerical staff is also responsible for labeling each inventory item with the appropriate HAPPY Inventory Control number. (Alto)

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We keep a few items on hand and buy as needed (Bridgeport)