3/4/18

How do you secure and protect your maintenance shop/area, inventory and equipment?

The maintenance have cameras, and a person who watches the shop

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Lock the door

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We have it in a fenced in area and all locked up.

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With security cameras inside the warehouse and shop and around these two buildings we have a security fence.

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It is behind locked fence and doors plus inventory

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Cameras and recorders were just recently installed in the Maintenance shop. Views are inside maintenance shop, break area, equipment and storage areas, around the outside of the building and the parking lot.  (One of these cameras also picks up the back of 6 apartments nearby).

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Just lock it up at night the way we always have

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We have a shop and a shed, only the maintenance person and ED have a key.  We inventory annually.

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We have one maintenance bldg. We keep it locked up

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Cameras

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Lock. Segregation of inventory/equipment count and inventory

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 It is surrounded/enclosed completely with heavy chain link fencing and locked gates, and there are cameras surrounding our maintenance building and our office area.

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Everything is under lock in two maintenance storage buildings.

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Shop itself has double locking system on each door. Shop is enclosed by a perimeter fence that is padlocked during non-working hours.

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Key code entry, internal entry alarms, security cameras

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Cameras

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Surveillance camera

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all supplies are in wire cages

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We have double exerior locks (one that automatically locks when the door closes & the other one that is a deabolt).  In addition we have them under exterior secured surveilance by cameras & by security alarms that are monitored by protect all security service (24/7) & contact staff &/or the police if alarm goes off.  They are combination motion/windows/doors/attic access detectors.

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Most shop areas are fenced with lockable and restricted access gates and equipment is stored in these areas.    Also the shop buildings and inventory warehouses are lockable.   Inventory has multiple levels of internal control –             1.  The employee who orders, Project Administrator, does not receive items.  Inventory control is monitored by the Deputy Director and Chief Financial Officer.  2.  Items are received and accounted for by the Inventory Control Manager.   3.  Employees use Inventory Request Forms that the Inventory Control Manager signs-off on when any stock is removed from a warehouse.  This helps to ensure the stock number and description match and are correct for the stock being removed.   4.  Administrative staff enter used stock information into the inventory database.  This adjusts stock on hand numbers for the Inventory Control Manager to use to determine reorder needs.      5.  Administrative employees contact residents that have had stock used for repairs in their units to verify the repair was completed using the checked-out stock.  6. Annual inventory counts are conducted utilizing staff who do not order or receive stock.   7.  Cycle counts are frequently conducted of a percentage of inventory to ensure stock is being accurately checked-out.   Inventory warehouses are part of the Director of Maintenance’s responsibilities.   The Director of Maintenance is accountable to the Executive Director for shortages/other problems with inventory managements.  8.  To control the amount of funds used for stocked items, stock items that do not have usage are removed from the inventory data base annually and items requested for addition to the inventory go through a review/approval process prior to addition.