City of Rochester
Department of Environmental Services
City Hall Room 300B, 30 Church Street
Rochester, New York 14614-1290
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Paul Holahan
Commissioner

NUMBER 13.2

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: **Management and Evaluation for Seasonal Parts Specialized Equipment**

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Verify and document that inventory management process uses seasonal parts evaluations for specialized equipment.

PROCEDURE: Use CGR FASTER to do the following:

(1) Extract equipment data based on class codes and analyze the equipment information;
(2) Run the Parts Issued Report for those pieces of equipment for that seasonal time period. Identify which parts are used. Parts processing issue search tab can also be used to determine which parts are being used. Identify parts from the list that are being replaced more in that time period than the rest of the year;

(3) Use parts processing and the parts applet history tab to identify complete usage and min max levels. Parts are then ordered to accommodate for the seasonal usage. Min max levels can be change if necessary. At the end of season inventory levels should be back to minimum levels. If the inventory does not return to normal levels, excess parts should be returned to the vendor. The seasonal stocking levels may exceed max levels during that season;

(4) All seasonal vehicles normal stocking levels should be at max for the start of the season;

An example of management and evaluation for seasonal parts specialized equipment are the attached spreadsheets and the

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for seasonal plow parts which are used to help manage these seasonal parts;

Procedure for seasonal plow parts - after a major snow event, a parts clerk does a cycle count on plow shoes, rubber blades and retainers, these seasonal plow parts are categorized as PLW parts in FASTER. This allows us to stay current with the plow part inventory. It is considered a major snow event when overtime is worked in order to keep the plows maintained.

PREPARED BY: Amanda Smith, Automotive Parts and Materials Manager and Mario Norselli, Parts Supervisor OC

DATE: September 22, 2010

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Management and Evaluation for Seasonal Parts Specialized Equipment - FCS Action Item 13.2

Date: 1/11/10		QUANTITY SHOWN on hand in faster	ACTUAL QUANTITY Physical Count	VARIANCE	Highest Years Usage	Current usage for the year	Balance for upcoming season current year usage + actual count	Overage more than LY	Min	Max	
G1 10' STEEL	24	25	23	-2	102	93	116	14	50	100	
G2 10' RUBBER		14	17	3	15	14	31	16	12	24	
F1 11' STEEL	65	170	176	6	20	10	186	16	10	20	
F2 11' RUBBER		56	48	-8	79	64	112	33	32	64	
I1 10' RETAINER		9	9	0	0	1	10	10	4	8	
J1 11' RETAINER		15	18	3	2	4	22	20	0	1	
E1 7.5' Steel Western	40	55	55	0	16	11	66	50	5	10	
E2 7.5' Rubber Western		5	5	0	5	2	7	2	2	4	
C2 6' Trackless Rubber		1	1	0	1	1	2	1	0	1	
L1 8' Fisher Steel	5	6	6	0	1	3	9	8	5	6	
M2 6' Bobcat Rubber		2	2	0	2	0	2	0	0	1	
D1 V-Plow Steel Blade		2	2	0	5	9	11	6	0	1	
D2 3' Trackless Rubber		4	4	0	6	14	18	12	2	4	
27713 6' 8" Cutting Edge		1	1	0	1	1	2	1	0	1	
3700A0113 - 11' TRIP EDGE	65	4	4	0	3	0	4	1	1	2	
3700A0117 - 10' TRIP EDGE	24	3	3	0	11	11	14	3	3	6	
49347 - 8' Western Blade		6	6	0	6	0	6	0	2	4	
7150072 Cutting Edge use 3		1	1	0	7	8	9	2	2	3	
745130 - Asbury Cutting edge		3	3	0	3	0	3	0	0	3	
D400186016 - Tink Blade		8	8	0	17	28	36	19	6	8	
PC6312EL970 LEFT SHOE		198	198	0	221	225	423	202	100	230	
PC6312ER970 RIGHT SHOE		204	204	0	204	206	410	206	100	230	
M5023 - leaf, rubber blade		4	4	0	3	5	9	6	2	4	
PLOWBOLT2.5		369	369	0	735	749	1118	383	200	700	
PLOWBOLT3		284	284	0	874	736	1020	146	300	800	
PLOWBOLT4		521	521	0	837	872	1393	556	300	800	
PLOWBOLT5		466	466	0	799	881	1347	548	200	700	
F60306 - 5/8-11 Stover Nut		400	400	0	0	1682	2082	2082	600	1200	

Made manual adjustments after reviewing work orders for missed parts. Found a couple missed will follow up.

w/o # 97402, 97394, 97387 - HAVE STEEL BILLED INSTEAD OF RETAINERS.
WE ARE MAKING A SIGN FOR FUTURE STORM TO IDENTIFY THE PARTS BETTER AND REMIND TO CHARGE THEM OUT.

Adjustments were made to G1, E1 & J1 due to the consistancies (sp) in counts.
techs are charing parts and they are not being used.
W/O 97709 was missing 2 D1's parts were billed.

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Plow Inventory 11-16-2009	
10' Henke	24
11' Henke	65
12' Henke	2
8' Western	5
6.5' Meyer	1
7.5' Western	40
V-Plow	5

Variables

No Jorge Not
the same Fleet Tech as last year
Gary Vs. Frank Thought process

Made manual adjustments after reviewing work orders for missed parts. Found a couple missed will follow up.

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Date: 12/31/2009	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL	72	68	-4
G2 10' RUBBER	15	15	0
E1 7.5' STEEL	60	58	-2
E2 7.5 RUBBER	5	5	0
F1 11' STEEL	176	176	0
F2 11' RUBBER	46	58	12
D1 3' STEEL	12	4	-8
D2 3' RUBBER	6	6	0
I1 120" RUBBER	9	9	0
J1 132" RETAINER	22	22	0
3700A0113 - TRIP EDGE	5	5	0
3700A0117 - TRIP EDGE	5	5	0
PC6312EL LEFT SHOE	154	179	25
PC6312ER RIGHT SHOE	222	223	1

Made manual adjustments after reviewing work orders for missed parts. Found a couple missed will follow up.

Date: 1/5/10	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL	56	51	-5
G2 10' RUBBER	14	14	0
E1 7.5' STEEL	60	58	-2
E2 7.5 RUBBER	5	5	0
F1 11' STEEL	173	176	3
F2 11' RUBBER	40	44	4
D1 3' STEEL	4	4	0
D2 3' RUBBER	6	6	0
I1 120" RUBBER	9	9	0
J1 132" RETAINER	21	20	-1
3700A0113 - TRIP EDGE	5	5	0
3700A0117 - TRIP EDGE	4	4	0
PC6312EL LEFT SHOE	123	147	24
PC6312ER RIGHT SHOE	192	195	3

w/o # 97402, 97394, 97387 - HAVE STEEL BILLED INSTEAD OF RETAINERS.
WE ARE MAKING A SIGN FOR FUTURE STORM TO IDENTIFY THE PARTS BETTER AND REMIND TO CHARGE THEM OUT.

Date: 1/11/10	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL	36	32	-4
G2 10' RUBBER	10	12	2
E1 7.5' STEEL	59	57	-2
E2 7.5 RUBBER	5	5	0
F1 11' STEEL	172	176	4
F2 11' RUBBER	30	32	2
D1 3' STEEL	2	2	0
D2 3' RUBBER	4	4	0
I1 120" RUBBER	9	9	0
J1 132" RETAINER	21	20	-1
3700A0113 - TRIP EDGE	5	5	0
3700A0117 - TRIP EDGE	4	4	0
PC6312EL LEFT SHOE	86	107	21
PC6312ER RIGHT SHOE	157	161	4

Adjustments were made to G1, E1 & J1 due to the consistancies (sp) in counts.
techs are charing parts and they are not being used.
W/O 97709 was missing 2 D1's parts were billed.

****rec'd 120 left shoes and 70 right shoes 1-25-10- have used 100 more of each at this time last year.**

Date: 2/01/2010	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL	25	23	-2
G2 10' RUBBER	14	17	3
E1 7.5' STEEL	55	55	0
E2 7.5 RUBBER	5	5	0
F1 11' STEEL	170	176	6
F2 11' RUBBER	56	61	5
D1 3' STEEL	2	4	2
D2 3' RUBBER	4	4	0
I1 120" RUBBER	9	9	0
J1 132" RETAINER	15	18	3
3700A0113 - TRIP EDGE	4	4	0
3700A0117 - TRIP EDGE	3	3	0
PC6312EL LEFT SHOE	198	198	0
PC6312ER RIGHT SHOE	204	204	0

Date:	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL			
G2 10' RUBBER			
E1 7.5' STEEL			
E2 7.5 RUBBER			
F1 11' STEEL			
F2 11' RUBBER			
D1 3' STEEL			
D2 3' RUBBER			
I1 120" RUBBER			
J1 132" RETAINER			
3700A0113 - TRIP EDGE			
3700A0117 - TRIP EDGE			
PC6312EL LEFT SHOE			
PC6312ER RIGHT SHOE			

Date:	QUANTITY SHOWN	ACTUAL QUANTITY	VARIANCE
G1 10' STEEL			
G2 10' RUBBER			
E1 7.5' STEEL			
E2 7.5 RUBBER			
F1 11' STEEL			
F2 11' RUBBER			
D1 3' STEEL			
D2 3' RUBBER			
I1 120" RUBBER			
J1 132" RETAINER			
3700A0113 - TRIP EDGE			
3700A0117 - TRIP EDGE			
PC6312EL LEFT SHOE			
PC6312ER RIGHT SHOE			

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