
 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>AIR-CONDITIONING UNIT(ACU) MAINTENANCE SERVICES MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 4: Supplies, Tools, and Equipment</p>	<p>Reference Code:</p>
<p>Revision Number:</p>		<p>00</p>
<p>Date: Effective</p>		<p>Nov. 20, 2018</p>
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A. General Guidelines

1. All tools and equipment necessary for the ACU maintenance and repair works shall be under the custody and accountability of the Administrative Assistant/Property Custodian and the ACU technician/personnel to whom the tools or equipment are issued. These shall be covered by a Memorandum Receipt (MR).
2. Due care shall be exercised in the use of the tools and equipment. Each personnel shall be responsible for the proper care and upkeep of the tools and equipment under his custody.
3. The employee accountable for the tools and/or equipment shall be liable for its money value in case of improper or unauthorized use or misapplication thereof, by himself or by any person for whose acts he may be responsible. He shall likewise be responsible for all losses, damage or deterioration occasioned by negligence in the keeping or use of the property at the time in his actual custody.
4. As in all other properties of the Corporation, all tools and/or equipment shall be used for official purposes only.
5. The ACU Technician shall request for the issuance/withdrawal of supplies, tools and equipment required for the maintenance and/or repair of AC units.
6. Stocks corresponding to six (6) months consumption shall be initially procured prior to the start of the project/contract. Thereafter, the minimum stocks to be maintained at the storage area shall be for three (3) months consumption.
7. The Account Officer of the PMMS Dept. shall be responsible for the preparation of Procurement Request Form for required supplies, tools, and equipment based on the Withdrawal Slip prepared by the ACU Technicians.
8. The Administrative Assistant shall also maintain the stock cards and submit a monthly inventory of the supplies and consumables used in the ACU services.
9. All hazardous substance to be used in the ACU services shall have a Material Safety Data Sheet (MSDS).

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B. Procedures

1. Procurement Request


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| Account Officer | 1.1 | Prepares Procurement Request Form (PRF) according to the approved list of supplies, tools, and equipment per MOA. |
| | 1.2 | Forwards the PRF to the PMMS Department Head for review/signature |
| Department Head | 1.3 | Reviews and signs the PRF and endorses to the President & CEO for approval. |
| President & CEO | 1.4 | Approves and signs the PRF. |
| Account Officer | 1.5 | Submits the signed PRF to the Purchasing Unit personnel. |
| | 1.6 | Files receiving copy of the PRF and monitors procurement and delivery of the supplies, tools, and equipment. |

2. Delivery and Acceptance of Goods Purchased


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| Purchasing Unit | 1.7 | Checks/receives delivery of the procured supplies, tools, or equipment, checks the quantity, specifications before receiving the items from the supplier. |
| Account Officer | 1.8 | Updates stock cards/inventory report. |

3. Withdrawal of Supplies

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| ACU Supervisor | 1.9 | Requests for the issuance/ withdrawal of materials for supplies, tools and equipment required for the maintenance and/or repair of ACU using the Withdrawal Slip (WS). |
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- 1.10 Submits the WS to the PMMS Dept. Head at least three (3) days prior to the date of use of the supplies, tools or equipment.
- Department Head 1.11 Reviews and signs the WS.
- 1.12 Forwards the WS to the Account Officer.
- Account Officer 1.13 Prepares two (2) copies of Property Transfer Slip (PTS) and forwards to PMMS Dept. Head for signature. The PTS shall be numerically issued and recorded in the logbook to ensure that all PTS are accounted for.
- Department Head 1.14 Approves and signs the PTS
- Account Officer 1.15 Issues/ releases the requested supplies, tools, or equipment to the ACU Supervisor using the duly approved PTS.
- ACU Supervisor (receiving personnel) 1.16 Signs the PTS as proof of receipt of the supplies, tools, or equipment.
- Account Officer 1.17 Provides ACU Technician one (1) copy of the duly signed PTS.
- 1.18 Updates stock cards/Inventory Report.
- Account Officer 1.19 Collates/files the following documents required for the updating of inventory report
- Procurement Request Form
 - Purchase Order
 - Official Receipt or Sales Invoice
 - Delivery Receipt
 - Withdrawal Slip
 - Property Transfer Slip
- 1.20 Prepares and submits to the PMMS Dept. Head monthly inventory report not later than 5th day of the succeeding month.

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Department Head 1.21 Reviews inventory report, counterchecks with the stock cards, and signs report.

Account Officer 1.22 Submits one (1) copy of the duly signed inventory report to the Accounting Unit for costing/ recording of expenses.

4. Replenishment of Supplies/Consumables

ACU Supervisor 1.23 Before deployment of ACU Technicians to the branches/clients,

- Checks contents of toolbox
- Records daily consumption of supplies/consumables
- Prepares/replenishes toolboxes with supplies/consumables