



Administrative Procedure HKO-P001  
HOUSEKEEPING PROCEDURE FOR  
PURCHASING OF CUSTODIAL SUPPLIES

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**Responsible:** Department of Facilities Management, Housekeeping Division

## **PURPOSE**

This administrative procedure describes the process in which the Housekeeping Division prepares the supply budget, bidding, specifications and quotes for purchasing of custodial supplies at the Washoe County School District ("District" or "WCSD").

## **PROCEDURE**

1. The Assistant Director of Housekeeping, in association with the Assistant Housekeeping Operations Manager and Housekeeping Field Supervisor, verify the available budget for the fiscal year.
2. The Housekeeping Field Supervisor in consultation with the Assistant Director of Housekeeping and the Assistant Housekeeping Operations Manager, identifies the District's custodial needs as to quantity, quality, cost, and performance.
  - a. Prior data is reviewed from the previous school year.
  - b. Consideration is given and decisions made based on environmental, quality, grade of materials and performance.
  - c. Analysis of custodial feedback is reviewed using the completed Product/Equipment (New and Used) Evaluation Form (HKO-F005) on critical products.
3. The Field Supervisor, in consultation with the Assistant Director Housekeeping and the Assistant Housekeeping Operations Manager, prepares the product specifications, identifying product of choice and amounts needed.
4. The Assistant Housekeeping Operations Manager meets with Purchasing Department to discuss custodial bids. (See PUR-P-200, Bid Opening Procedure)
5. The Assistant Housekeeping Operations Manager meets with the Purchasing Department to discuss final quotes and to evaluate the sample(s) of custodial product(s) bid.
  - a. If the sample(s) does not meet District specifications, the next lowest bidder meeting specifications is used.
6. The Assistant Housekeeping Operations Manager, in consultation with the Assistant Director Housekeeping, prepares the requisition for submittal to the Purchasing Department.

- a. Depending upon warehouse space availability, the order may require multiple requisitions to ensure delivery of the product through the course of the school year.
7. The Distribution Center (Warehouse at Administration Building) receives the products and verifies the ordered quantity with the freight ticket.
  - a. If the product is non-conforming, (incorrect amounts and/or incorrect packaging, i.e. pint, quart, gallon, etc., as listed in the specification in the bid), the vendor is contacted and the product is returned.
  - b. If the product is damaged in freight, the product is not accepted.
  - c. If the product received is acceptable, it is logged into the financial software system.
8. The Storekeeper II:
  - a. monitors the inventory by using the financial software system; and
  - b. does a regular walk through of the warehouse.
9. Custodial supplies are distributed to school sites and locations on an as needed basis.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District
2. This administrative procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC)

### **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

### **REVISION HISTORY**

Date	Revision	Modification
1/27/2006	Rev. A	Created as CSI document
11/30/2006	Rev. B	Revised
4/23/2009	Rev. C	Revised
9/13/2017	1.0	Converted and updated – staff titles, etc.