

## Building Engines Checklist

### *PM: Inventory Management*

#### General Items to Include in Your Inventory Management Plan

- Equipment Bill of Materials:** Document showing the parent/child relationships of all repairable or replaceable components, assemblies and subassemblies that make up an asset.
- Inventory Data:** Basic part master data (primarily on-hand and dollar value) from the online PM management system.
- Usage Data:** Historical information that reflects the dates, quantities and dollar values of all parts issued for maintenance work.
- Emergency Spare Parts:** List of parts that are critical to keeping equipment running and maintaining building operations and productivity.
- Obsolete Material:** Any material that can no longer be used because of decommissioning, redesign, damage, inactivity, deterioration or other causes.
- Stocking Parameters:** Reorder triggers, methods, minimum/maximum quantities, lot-sizing data or other information that controls the quantity and timing of replenishment orders.
- Inventory Priority:** List materials in order of relative importance based on set criteria (e.g. usage, unit cost, criticality, etc.).
- Excess Inventory:** List of on-hand inventory that is above the maximum quantity that was set as part of your Stocking Parameters.
- Cycle Counting:** Periodic schedule for taking inventory rather than all at once (as in an annual physical inventory).
- Goals & Action Plans:** Short-term and long-term goals and/or activities required to achieve them (based on usage data, investment levels, assumed future usage rates, etc.)