

Fitness Equipment INVENTORY	PHOENIX FIRE DEPARTMENT HEALTH & FITNESS M. P. 1-A08.04 03/2012-R Page 1 of 1
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PURPOSE

This procedure establishes the guidelines for the inventory of fitness equipment.

DAILY

An informal inventory shall be conducted daily. There is no paperwork involved unless discrepancies are noted.

ANNUALLY

A formal inventory shall be conducted annually by trained personnel assigned by the Equipment Coordinator. The annual inventory will be updated in the fitness equipment inventory database maintained by Equipment Coordinator or assigned Technician.

DISCREPANCIES

Any deviation from the "MASTER" inventory record should be reviewed by the on-duty Company Officer, who will then be responsible for following the appropriate steps outlined below.

Shortages

Shortages discovered should be noted on the inventory form, describing the type and amount of fitness equipment missing. An "LSD" report must be completed and a copy sent to the Equipment Coordinator at the Health Center.

Overages

Fitness equipment discovered in excess of inventory should also be noted on the inventory form, describing the type and amount of fitness equipment. The Company Officer should be notified of the overage and a determination made if the equipment is wanted at the Station. The decision should be recorded on the inventory form. The Equipment Coordinator will attempt to identify the equipment and issue the necessary paperwork to reconcile all records.