

Welcome to module three of Asset Management 101: Warehousing and Movement. I'm Gwen Rush, Property Utilization Specialist in the Denver Office. Storing or warehousing and transferring or physically moving property can be a nightmare for a Property Manager unless you have a few simple organizational processes in place. Whenever I start thinking about warehouses, storage, saving things; I can't help but think of the comedian George Carlin's monologue on too much stuff. In his monologue, George is talking about people's stuff and people's houses and places and where they keep their stuff but really you can turn that around, change a few words, leave out a few choice words and you have the concept of warehouse and storage. Then once you get this in your head you'll find yourself thinking of this every time you enter a warehouse or are asked to store something in the warehouse. It'll drive you nuts. Here's my take on George Carlin's too much stuff as it applies to warehousing. Let's see.

Hi, how are ya? Got your stuff with you? I bet you do. Managers have their stuff in their offices; employees have lots of stuff on their desks. Here's stuff in boxes because you never know when you'll need it. Stuff on and under your desk, stuff in the overhead cabinets; mostly food in mine. Stuff hanging on the walls or partitions trying to make the area look nice, stuff behind door so the general public can't see it and then there's the conference room; oh my gosh lots of stuff there. There are chairs to sit on and chairs that are broken, chairs that someone just put there to get them out of their office. There are several easels with no paper of course in case you might want to write something. Oh yeah and the

broken conference table that's standing up on the fair wall, hm lovely. This is fun so let's go to the warehouse and the ware-yard; oh there's junk everywhere. Piled up computers for parts, tires everywhere, some don't even have tread on them; let's go tubing. Hey check this out, quads; can't ride them though, no plates. Some stuff looks hazardous and it kind of smells so like I'm out of here. Let's go to the ware-yard and maybe some fresh air and piles of steel. Is that scrap metal or an old project that someone forgot about? I bet they're going to start another project up and uh need these someday and whose old trailer? It's got rotten tires and looks like it's fallen apart. Ooo and look, more storage for old computers outside and what about all of the stuff just thrown out here; it won't be worth anything after the first rain. Guess they got new stuff and didn't need this old stuff so you get the idea.

Managers and employees insist they might need this stuff later or things just kind of show up in your warehouse or at your loading dock and now you are stuck with it. Okay enough of George Carlin's theories. We're going to show you how it should be done. Let's go out to the field and see what a well run warehouse operation looks like. We're going to go to the Royal Gorge Field Office in Cañon City, Colorado where Greg Valladares, the Property Manager, will show us around his operation. You'll see the different types of receiving areas, warehousing and storage areas that Greg's responsible for and although you may not have the warehouse and ware-yard facility that Royal Gorge has. The

principles you will learn are the same no matter what accommodations you have to work with; so let's go see Greg.

Okay now back in the studio where the wind's not blowing. Now that you've seen a great example of a well run warehouse under the expert guidance of Greg Valladares, let's go over the technical aspects of warehousing. Common warehousing goals would include maximizing utilization of storage space, adequate protecting and care of property, maintaining a secured and segregated receiving area, storing of inventory so property can easily be identified and issued, efficiently moving property from storage to the point of use or consumption and maintaining a safe and clean work environment. A warehouse or ware-yard facility, large or small, will include storage areas as well as shipping and receiving areas. So what's in these different areas?

In storage areas you have bin storage such as lockers, rooms and cages. There is bulk storage such as pallet stacking, flammable or hazardous material storage and other specialized storage. In shipping and receiving areas, a shipping and receiving loading dock and designated receiving, delivery and pick-up areas where should be an issue counter, reception area and could even be the facility's front door. In the ware-yard you should have designated areas for storage to provide the necessary segregation of the project materials, fire tools and supplies and vehicles or heavy equipment, especially hazardous or flammable materials too. Your ware-yard should be arranged in rows with aisles to avoid wasting

space in the center of the ware-yard. Scrap or salvage materials waiting for disposal should be stored in an area of the ware-yard which is separate and out of the way to ensure it will not be used.

Property stored in the ware-yard as well as the warehouse like all government property must have adequate security and protection from theft, vandalism, pilferage, unauthorized use and deterioration. So to prevent theft, all storage areas indoor and out must be kept locked when unattended. Ware-yards should be surrounded by an eight foot high vandal-proof fence. This fence will reduce problems with animals and people and will aid in maintenance and fire control. Indoor warehouse facilities or storage should be located in rooms or areas of the building that can be locked and secured from the rest of the building and access limited to the property person or their alternate. Limited access to warehouses and ware-yards also reduces unauthorized use and potential pilferage and speaking of pilferage and uh- unauthorized use. Limited access for management and control of storage area keys and lock combinations is a must. Keys and lock combinations should be issued only by warehouse employees. Accountable property records must be kept current with all issues and receipts recorded in the agency's property system. All managed property must be kept current with all issues and receipts recorded by a DI-105 receipt for property. These two steps help track the movement of property to prove authorized use and prevent pilferage. So let's talk about deterioration.

Stored property must be kept protected from moisture, light and weather. Items should be stored indoors or be covered when possible and should be placed on pallets or on shelves rather than directly on the ground. If property must be exposed to the weather, it is especially important that the quantities kept on hand are limited to the anticipated needs so that they will be used before deterioration becomes a factor.

Last but not least identifying your storage area and ware-yard as government storage is a requirement. Storage areas must be prominently posted to clearly indicate that the property stored is government property such as a sign saying US Property no trespassing or FBI Investigates theft of government property or a similar warning posted at one hundred to two hundred foot intervals on the entire perimeter of the fence of the BLM ware-yard. Additionally, entrance to such areas must be posted as being restricted to authorized personnel such as; warning authorized personnel only.

Safety is also a responsibility that must be incorporated into the day to day operations of all warehouses designated storage areas and ware-yards. All warehousing operations must work closely with their office's safety committee to ensure that the plan and design of the storage areas as well as material handling procedures and practices meet or exceed required safety rules and regulations. Receiving Officials and warehousing staff must be trained on how to properly receive and identify hazardous materials. They also need to know how to obtain,

refer to and properly post material safety data sheets, known as MSDSs for all hazardous materials. Flammable materials and supplies must be segregated from other items and stored in approved metal cabinets, a separate fireproof room or in a separate storage structure for flammable items. Store flammable liquids such as paint and oil in approved containers with tight fitting closures, use metal cabinets and safety containers for even small amounts of flammable liquids; adequate ventilation and an appropriate sprinkler system is a must. 29 CFR 1910 provides guidance on the storage of explosives so I'm not going into there; you can read it. For obvious reasons, storage of firearms and ammunition must receive a high level of security and safety attention. All firearms shall be held in a secure locked safe storage area when not assigned to an employee. Employees who store issued firearms must secure them unloaded and locked in a gun safe to preclude easy access by unauthorized persons. Ammunition must not be stored with the firearms. As a precaution against damage or theft; sensitive items susceptible to theft must be stored in locked cabinets, closets, cupboards or individually locked rooms within the warehouse or office and issued to users on a receipt for property DI form 105.

Permanent storage of employee property is not generally authorized. However, temporary storage may be authorized on a space available basis without charge where it facilitates official duties and private storage facilities necessary to safeguard the property are not available in the community. Authorization is at the local level and written agreements are not required. However, the Field Office

Manager must advise all employees that the government provides the same protection it gives to BLM property. In the event of loss or damage, employees may be eligible to file a claim. Temporary and permanent storage of employee owned household goods in connection with a change of permanent duty station is governed by the federal travel regulations.

As you've learned, the organization and proper set up of your storage facility is imperative to your warehouse operation. You now know how to efficiently receive and store your property, maintain control and accountability of the property and effectively retrieve and issue your office's stuff. Do you remember the photos of my garage in module two on acquisition? I could sure use Greg's warehousing expertise to organize the stuff in my garage.