

STORAGE OF TOOLS, EQUIPMENT AND PARAPHERNALIAS

Maintaining and Storing Tools & Equipment

An important aspect of any business is the maintenance and storage of tools and equipment. The investment in tools and equipment is a significant part of the overhead expenses in any operation. Proper selection and maintenance of equipment are important factors in managing business. Selecting the proper tool for the job and using the tool properly will increase efficiency and reduce maintenance problems. Purchase tools, which are well-made and suited to the intended use. Commercial usage may entail more heavy duty demands on equipment.

Hand tools:

1. Clean dirt and debris from tools after each use.
2. Oil metal parts to prevent rust.
3. Lightly sand rough wooden handles and apply linseed oil.
4. Repair loose handles.
5. Sharpen blades of cutting tools.
6. Store tools in a clean dry storage area.
7. Protect surfaces of cutting tools in storage.

Power tools:

Read and follow the maintenance schedule in the owner's manual for each piece of power equipment.

1. Change the oil.
2. Clean the air filter.
3. Lubricate moving parts.
4. Sharpen dull blades or replace worn blades according to the owner's manual.
5. Replace spark plugs.
6. Drain oil and gasoline before long-term storage.
7. Check electric cords and connections on electric-powered tools.
8. Store tools in a clean dry storage area.

Equipment:

1. Store equipment in a clean dry storage area.
2. Rinse and clean spray equipment after each use.
3. Clean spreaders and check wheel-driven gears.
4. Clean carts and wheelbarrows after use.

Sample Proper Arrangement and storage of tools and equipment



INVENTORY OF TOOLS AND EQUIPMENT

Procedure:

1. Secure inventory forms/memorandum receipt of tools and equipment.
2. Study the parts of the Inventory Form.
3. Check whether the list of tools and equipment in the memorandum receipt tallies with the existing tools and equipment found in the workshop including their specifications and condition.

4. List down any losses and damages you find while conducting the inventory
5. Fill out the remarks column of the inventory forms for any losses/ damages.
6. Recommend for replacement of lost tools and equipment and repair of damaged tools and equipment if reparable.

Example:



REPUBLIC OF THE PHILIPPINES
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DIVISION OF CAMARINES SUR
STA. LUTGARDA NATIONAL HIGH SCHOOL
 New Poblacion, Cabusao, Camarines Sur



INVENTORY FORM OF TOOLS AND EQUIPMENT

Item No.	Quantity	Unit	Description	Condition	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					