

BUILDINGS, GROUNDS AND STORAGE YARDS

14.01 GENERAL

This manual is intended for internal guidance only and is not intended to create a legal or moral duty. Supervisors have discretion, based upon their expertise and the particular circumstances, to deviate from this manual and to conduct additional research or receive input from experts in other areas, as needed.

14.01.01 DIVISION STANDARDS

This chapter is devoted to a descriptions of the standards set by the Division of Highways and the procedures that will be followed in the maintenance of buildings and grounds at all Division of Highway District and County facilities and storage yards. The primary objective of the Division in setting these standards is to promote safety, efficiency and neatness. Good working conditions and good housekeeping around District or County Offices and at storage yards are expected to serve as an example of safety, neatness and orderliness that will be carried into all maintenance operations. Housekeeping is the term used to define the routine duties and procedures necessary to keep building and grounds in a clean neat and orderly condition at all times.

Besides leading to the development of proper working habits by maintenance personnel, compliance with Division standards has other advantages. When tools, materials and equipment are stored properly in suitable locations, needed items will be readily available at all times and no time will be lost in hunting for tools or replacement items. In addition, a very good impression will be made on the traveling public when motorists observe that Division of Highways' buildings and grounds are maintained in a neat and attractive condition.

14.01.02 TYPES OF BUILDINGS

The buildings usually provided at a District Headquarters include a main building which contains offices; a storeroom; repair shops; a shop for signs and other marking devices; sheds for the storage of equipment, tools and other items; and a gas and oil house with pumps. At the average County Headquarters, there is a garage building containing space for parking equipment; a repair shop; a storeroom; a standby room for personnel; a tool room and an office. There may also be; sheds for the storage of equipment and material, and a house for gas and oil with pumps. At a County Subheadquarters there is usually only one building which is used for storing one or two units of equipment, tools for making very minor repairs on equipment, and for sheltering the men in bad weather. Sometimes, there will be a shed for storing material.

14.01.03 GROUNDS

The word "grounds" includes all areas provided for the storage of material and equipment. Such an area may be either adjacent to the building it serves or it may be completely separate. An area can have a storage building on it or it can be only a cleared level piece of ground.

The same standards of housekeeping and maintenance apply to the grounds at all Division of Highways facilities.

14.01.04 FENCE

At most headquarters and storage lots, the Division property should be secured by means of a high fence of the chain-link type, which is topped with several strands of barbed wire. Except at times when Division employees are on duty, all gates in the fences must be kept locked.

14.02 RESPONSIBILITY

Each District must be responsible for general administration and supervision of maintenance repairs, alterations and remodeling of all Division of Highways owned buildings and grounds within its District.

The person in charge of the various Divisional organizations occupying the buildings and grounds must be responsible for housekeeping, and for making inspections and recommendations for needed repairs and improvements, through channels, to the District.

14.02.01 ROUTINE MAINTENANCE

The routine maintenance, repairs and housekeeping of the buildings and grounds at a District Headquarters are under the general supervision of a person designated by the Maintenance Engineer, usually a Building Maintenance Supervisor. Routine maintenance includes such minor repairs as replacing loose or broken windowpanes, replacing broken hinges, patching pot-holes in surfaced drives and storage areas, and touch-up painting of buildings and installations. At a County Headquarters, the County Superintendent is responsible for the routine maintenance and housekeeping.

14.02.02 SPECIAL MAINTENANCE

Special maintenance includes such items as replacing a roof on a major building, changes in the location of utilities or drainage, repainting a building, replacing a fence or a large section of one, and surfacing or resurfacing a parking area or a driveway. Plans for any changes in utilities, additions or alterations of any building or grounds must be submitted for review and authorization by the Director of Maintenance. Also,

whenever a building is to be altered, remodeled, or demolished, prior approval must be obtained from the Director of Maintenance.

14.02.03 CONSTRUCTION OF ADDITIONS

When it is considered necessary to construct an additional building or other permanent facility at a Headquarters, a special authorization, which is approved by the Director of Maintenance and the Commissioner, or his designee, must be obtained. The request for such an improvement will generally be initiated by the District Building Maintenance Supervisor. The request will be made on the proper form including all necessary information, and be directed through the District Engineer, who will reject or approve it. If he approves the request it will be forwarded with his recommendations and comments to the Director of Maintenance.

As soon as the construction of a new building has been completed, the District Office must prepare the proper State of West Virginia, Board of Risk and Insurance Management Forms and transmit the original with two copies to the Director of Maintenance for distribution. This form is utilized to register the facility for insurance purposes.

14.02.04 ACQUISITION OF REAL ESTATE

When, in the opinion of the District Engineer, it becomes necessary to purchase or lease an additional building or grounds, a letter justifying the need will be addressed to the Director of Maintenance. If possible, the exact location of a parcel which might be secured will be described. The owner's name and address will be given, and a sketch or map showing dimensions will be attached. If the proposal is approved by the Director of Maintenance, he will request the Right of Way Division to negotiate for the purchase or lease with the property owner.

14.02.05 INVENTORY

Each District Office will maintain a perpetual inventory of all buildings and grounds owned by the Division of Highways and located within the District. During the first quarter of each calendar year the Maintenance Division will furnish each District with a State of West Virginia, Board of Risk and Insurance Management-Property Renewal Worksheet for each Division of Highways owned or leased building within the District. A physical inventory must be conducted and a completed Worksheet for each building must be returned to the Director of Maintenance by June 30.

14.02.06 CONTROL OF LEASES

The District Office must keep accurate records of all private property in the District that is leased or rented by the Division of Highways. The expiration dates for the various leases must be reviewed regularly and it is necessary to decide if each

parcel of property will be needed after the current lease expires. If a certain parcel will evidently be needed for additional time, the lease must be renewed well in advance of the expiration date. A lease usually contains a clause whereby the property owner must be given ample advance notice of the Division's intention to renew the lease. If a lease is allowed to expire without the property owner being notified sufficiently in advance, any Division material remaining on the property at the expiration date can become legal property of the owner of the land.

14.03 INSPECTIONS

To insure proper maintenance of the Division property at all headquarters and storage yards, personnel from the Maintenance Division, District, and County Office will make regular inspections covering not only the condition of the buildings and grounds but also the existing housekeeping habits. An inspection by a representative of the Director of Maintenance should be made once a year. A representative of the District Maintenance Engineer will make inspections periodically and the County Maintenance Superintendent will make weekly inspections. Details of all deficiencies will be reported to the District Engineer.

14.04 BUILDINGS MAINTENANCE

14.04.01 IDENTIFICATION OF HEADQUARTERS BUILDINGS

Buildings at a District or County Headquarters are used for many purposes, as stated in Section 14.01.02. These buildings are of various size and designs, and are constructed of several materials, which include wood, steel, concrete, blocks, stone, brick and tile.

Each building at a Headquarters will be identified by a sign of an approved type, which will be placed in a conspicuous location on the building. Each building will be assigned an inventory number, which will be placed on the side of the building at the right front corner and under the eave of the roof, if possible, so the number can be easily located and read. This number will remain on the building as long as the building is in existence.

14.04.02 METHODS OF REPAIRING BUILDINGS

14.04.02.01 PAINTING FRAMEWORK

Exposed surfaces of wood and metal on the outside of any building must be kept painted to prolong the life of the building and to improve the appearance. Before a wood surface is repainted, it must be scraped and cleaned properly. Also, a prime coat must be applied to bare spots. The undercoat and the finish coat will be applied to the entire surface.

14.04.02.02 ROOF REPAIR

The roof of a building may be made of lapped shingles, metal, single-thickness smooth-surfaced rolled roofing, single ply elastic sheet roofing, or of the built-up type in which bituminous material and felt are used. Routine maintenance is necessary on most types of roofs. Instructions for repairing a certain type of roof can be obtained from the manufacturer or supplier of the particular material.

14.04.02.03 WALL MASONRY REPAIR

The joints in masonry walls of concrete block, brick, stone or tile need pointing at regular intervals. If a mortar joint shows cracks, breaks or deterioration, it must be cleaned to a depth of 3/4 inch by removing all loose material. The space must be carefully refilled with a mortar made of mortar cement, sand and water. The best proportions for the mortar is 1 part cement to 6 parts fine-screened sand, and enough water to obtain the desired consistency. If necessary, color will be added to match existing joints.

Some masonry walls will develop leaks. In most instances, the cause will be bad mortar joints. To repair a leaking exterior masonry wall, the first step is to point all joints containing visible cracks and breaks in the manner just described. The wall surface must then be brushed with wire brushes, and then washed with a neutralizing solution consisting of 3 pounds of zinc sulfate per gallon of hot water. If any dust remains on the wall when this solution dries, it must be removed before the waterproofing material is applied. When the wall is clean and thoroughly dry, 2 coats of colorless masonry waterproofing liquid is brushed or sprayed on the wall at the rate recommended by the manufacturer of the material.

14.04.02.04 WINDOW REPAIRS

Broken window panes must be replaced promptly. Window sashes must be kept in good repair by cleaning, removal of loose putty, re-puttying, and repainting when necessary.

14.04.02.05 DOOR REPAIRS

Large doors on buildings used for storing equipment may be of the double-swinging, sliding, or overhead type and may be constructed of metal, wood or fiberglass. Such doors are subject to damage by equipment and weather. They must be kept well painted at all times. Also, the moving parts must be kept lubricated and given other necessary attention so they will remain in good working condition.

14.05 GROUNDS MAINTENANCE

14.05.01 GROUNDS AROUND BUILDINGS

The grounds around the buildings at a Headquarters must be maintained in such a manner that the general appearance of the entire installation will be enhanced. Small areas in front and surrounding the main building should be developed with lawn grass and decorative shrubs and flowers. The driveways, walkways and vehicle parking area at the main building will usually be surfaced. When practical, the outdoor area for storage of equipment and materials should be screened from the highway by plantings.

14.05.02 FLAGSTAFF

A standard flagstaff will be erected at each County and District Headquarters. A sketch of the flagstaff is shown in Figure 14-1, as is enlarged details of its parts and details for the installation of the flagstaff. Copies of Figure 14-1 may be obtained, upon request, from the Maintenance Division. The flagstaff must be kept in good condition.

14.05.03 AMERICAN AND STATE FLAGS

The American and West Virginia State flags must be flown from the flagstaff at every District and County Headquarters during daylight hours on regular working days. The flags will not be raised in stormy, rainy or snowy weather. The flags will be flown on holidays and weekends only when instructions to that effect are issued from the Central Office. Likewise, the flags will be flown at half-mast only in accordance with instructions from the Secretary of Transportation or the Commissioner of Highways.

The State flag will be flown directly below the American flag at all times as shown in Figure 14-2. No flag or color of any kind may be flown above the American flag. It is not permissible to raise the flags before sunrise, and they must be lowered by sundown, except when properly lighted.

When either the American or State flag is being handled, it must not be allowed to touch the ground at any time or to become soiled with dirt or grease from the hands. Taking these precautions shows the proper respect and aids in keeping the flags clean. When the flags are to be flown at half-mast, they must be first raised to the top of the flagstaff and then lowered to the halfway position. To lower a half-mast flag, the flag must be raised to the top of the flagstaff before lowering. When a flag is to be stored overnight, it must be folded neatly and placed carefully in a protected place.

The flags must be maintained in good condition. A flag may be mended if slightly torn. However, if and when a flag becomes soiled or torn beyond repair, it must be burned. In such a case, it will be burned by itself and not with rubbish or trash. New and replacement flags can be requisitioned by the procedure established for obtaining regular maintenance materials.

14.05.04 ASPHALT STORAGE TANKS

Headquarters storage tanks for asphalt, or the area designated for the parking of asphalt storage trailers must be located away from all buildings and equipment in order to reduce the fire hazard. Minimum safe distances will be specified by the Safety Section of the Highway Services Division. No paving will be placed around a tank or other container for storing asphalt. Spilled asphalt can be removed more easily from an earth or gravel surface than from a paved surface. All tanks must be maintained in good condition.

All asphalt storage tanks must be protected with adequate spill containment dikes or ponds to prevent the escape of hazardous material in case of accidental discharge. These dikes or ponds must be of sufficient capacity to contain the maximum quantity of asphalt stored at the site. The District Engineer is responsible for development of a suitable spill containment plan for each asphalt storage location.

14.05.05 GROUNDS DRAINAGE

The entire surface of the property at any Division of Highways facility must be graded and maintained in such a manner as to assure proper drainage. Potholes and ruts affect the surface drainage and causes softening of the subgrade under paved areas during wet periods. Parking spaces for each permanently assigned unit of equipment will be designated. The surface of the area used for the storage and parking of rubber-tired equipment should be surface treated and maintained. The remainder of the area for parking and storage will be stabilized with stone or gravel. Stabilized areas must be kept in good condition.

14.05.06 FENCES

The fence surrounding Division property at a Headquarters should be protected from equipment damage by erecting a barrier inside the fence.

Fences should be kept in good repair at all times. Frequent inspections are necessary in order to assure that maximum security is being afforded by a fence. Posts should be maintained in proper alignment and tension in the fence must be maintained to eliminate sag. A well maintained fence will enhance the overall appearance of the facility.

14.06 HOUSEKEEPING

14.06.01 IMPORTANCE

Good housekeeping in the Headquarters building pays big dividends. Employees who are careful housekeepers at Headquarters generally prove to be safe workers and good maintenance men on the highways. The housekeeping habits of a District or County maintenance crew are reflected in the manner the crews perform

the highway maintenance tasks it is assigned. Attention to details and some planning, plus constant supervision and inspection, are the requirements for a good program for housekeeping. It is relatively easy to maintain neatness and cleanliness at a new and up-to-date installation; however, extra effort is needed to keep an older building neat and clean.

14.06.02 RESPONSIBILITY

Housekeeping at a District Headquarters will be supervised by a specific individual selected by the District Engineer. It will be that person's duty to be constantly looking for ways to improve the housekeeping practices of all District personnel, and to see that every Section of the District Organization complies with the Standards set by the Division.

The person responsible for good housekeeping at a County Headquarters is the County Maintenance Superintendent. He/she will supervise all segments of the County Maintenance Organization to make sure that every one complies with established procedures.

14.06.03 TOOL AND SIGN STORAGE ROOMS

A specific area of the main building or an individual smaller building at a Headquarters will be designated as a tool room. It will be equipped with the necessary bins and racks for the proper storage of hand tools and maintenance signs. One person will be responsible for issuing all hand tools and signs to the Crew Supervisors or Crew Leaders in charge of the various crews. This equipment will be assigned to the Crew Supervisor or Crew Leader receiving them. Upon return of the equipment and/or material, proper notation must be made; the condition of the equipment will be checked and scheduled for repair if necessary.

Metal tools must be protected from damage due to corrosion. Grease and dirt must be removed. When a cleaning fluid or a solvent is used, the tools must be wiped dry. Moving and adjustable parts of tools must be lubricated properly to prevent wear and poor alignment. Cutting edges must be kept sharp.

When a tool is not in use, it must be stored in a suitable container, bin or hung on a rack in a dry place. Care must be taken not to lie a tool on a bench or on a table in such a manner that it could roll off. Tools will *never* be left on a walkway.

If a damaged or worn tool can be restored to good condition at the tool room, repairs must be made promptly. Temporary or "makeshift" repairs will not be permitted. If a defective tool cannot be repaired at the tool room, it must be removed and properly disposed of according to current procedures.

When maintenance signs, such as those reading "MEN WORKING", are to be stored in a room, they must be placed so damage to the face of the sign will be prevented.

14.06.04 INDIVIDUAL CREWS TOOL STORAGE

Certain tools and signs will be issued to a crew on a permanent basis and the Crew Supervisor or Crew Leader in charge will be responsible. Therefore, a certain building or part of a building should usually be assigned to the crew for the storage of its permanent equipment. This building or part should be constructed so it can be locked. One key will be kept by the Crew Supervisor or Crew Leader in charge of the crew and another key will be kept in the Headquarters Office.

14.06.05 SPILLAGE AND DIRT ON FLOORS

The floors of garages and shops will be swept, scraped and washed as often as necessary to keep them clean, reduce fire hazard, and prevent personal injury. In any building where employees work or gather, trash containers will be placed in convenient locations. These containers must be emptied regularly.

Every shed or building where bagged materials are stored must be kept clean and spilled material must be removed frequently. An appropriate time for cleaning is before new material is put in the building. Each oil house must be cleaned regularly and the floor scrubbed with water and detergent to remove accumulations of spilled oil.

14.06.06 FIRE PREVENTION

Fire extinguishers must be located, marked, and maintained in accordance with the instructions issued by the Safety Section of the Highway Services Division.

14.06.07 GENERAL CARE OF GROUNDS

The area used for the storage of equipment and material must be kept in a neat and orderly condition. More emphasis is needed on this area than on buildings, since it is subject to the scrutiny of the traveling public and exposed to the adverse effects of the weather. All parts of the grounds must be kept free from drainage obstructions.

14.06.08 ASPHALT STORAGE AREA

Care of the area around the asphalt storage facilities will be the responsibility of the Crew Supervisor or Crew Leader in charge of the patching and resurfacing crew. Spillage will be kept to a minimum if care is exercised when asphalt distributors and maintenance units are being filled, or when material is being transferred from transport trailers to storage tanks. If a small amount of asphalt is spilled, it may be blotted by sprinkling sand or fine dirt over the spot as a temporary measure.

However, spilled asphalt must be removed often to prevent excessive build-up and maintain good working conditions for personnel and equipment.

14.06.09 DISPOSAL OF TRASH AND JUNK

The proper method of disposal will depend on the arrangements at the particular location. An area will be designated at the rear of the property for placing trash, and another for the piling of junk. These areas will be screened from the highway and buildings in a suitable manner.

All trash will be disposed of regularly. If the junk is to be piled until removal for sale, every effort must be made to keep it neat within the area set aside for storage.

14.06.10 FENCE AREA

The area near the fence should be surfaced or treated with a soil sterilant. If the area under the fence is not paved in accordance with the procedure described in Chapter 8, a soil sterilant must be applied to the ground for a distance of 6" on each side of the fence. A watering can with a nozzle that produces 12" coverage makes a very effective applicator for use along a fence. A treatment with soil sterilant will be required early in the spring prior to the sprouting of new grass and weeds.

Where the fence separates Division property from a vacant lot or woodland, permission should be obtained, if possible, to mow or trim all weeds and brush within 6' of the fence. This clearing not only improves the appearance and reduces damage to the fence caused by weeds and branches but also reduces the danger of damage from fire that may ignite in dead weeds and brush on the untended adjoining property.

14.07 STORAGE OF EQUIPMENT AND MATERIALS

14.07.01 STORING EQUIPMENT

14.07.01.01 INSPECTION BEFORE STORAGE

The proper storage and parking of equipment is vital to the efficiency of the District or County maintenance operation. Equipment used only during a certain part of the year, such as asphalt distributors, chemical spreaders and mowers, must be protected from the weather as much as possible during the off season. Before such equipment is stored, it must be inspected by authorized equipment personnel. The District Equipment Superintendent, or his representative, will decide what repairs are necessary, and the reconditioning work will be performed or scheduled to make sure that the equipment will be ready for operation at the beginning of the next season.

Before a unit of equipment is inspected by the equipment personnel, it must be thoroughly cleaned and lubricated.

14.07.01.02 PROTECTION IN STORAGE

After the necessary shop repairs have been made, or when an extended period of time will elapse before the repairs can begin, the equipment must be placed under cover. If housing is not available, the equipment may be protected with a waterproof covering placed over all parts that will be damaged by exposure to the weather. When a waterproof covering is used it shall be secured so strong winds cannot dislodge it.

14.07.02 PARKING EQUIPMENT

14.07.02.01 PARKING SPACE

A certain parking place will be assigned to each unit of equipment that is assigned to the organization. The space will be marked by erecting a small wooden paddle displaying the ED number, or the number will be painted on the surface of the pavement at the entrance to the assigned parking area. This system not only will improve the appearance of the parking area but will eliminate the problem that would be created by careless parking.

Equipment with rubber tires should park on the surfaced parking area. Track equipment must be parked on the unsurfaced area or concrete pads. Similar units of equipment will be parked together. For instance, all trucks will be in one area, and should be subdivided into groups of the same type and size.

Separate parking areas will be provided for privately owned vehicles and such areas will be marked. It is never permissible to park a privately owned vehicle inside a maintenance building or to allow work to be performed on a private vehicle parked at a District or County Headquarters, Subheadquarters, or storage lot.

14.07.02.02 COVERED PARKING AREA USE

If sufficient protected parking space is not available for all equipment, each Supervisor must determine what equipment is to be parked under cover. Consideration must be given to the type of equipment to be stored and whether it would be adversely affected by weather.

14.07.02.03 CARE OF VEHICLES PARKED IN OPEN

If a unit of equipment does not have a cab and is parked outside all of the time when not in use, it must be protected by securing a waterproof covering over the seat and controls. When a dump truck is parked in the open, the body should be left in a partially raised position to allow water from rain and snow to drain. Proper drainage will help to reduce rusting of the body and help to prolong its life. Since there is a tendency for hydraulic cylinders to leak when the body is raised, a block of wood must be inserted under the raised body. The full weight of the body is then allowed to rest

on the block, and there will be less wear on the cylinder and less chance of the truck body falling on someone.

14.07.03 STACKING MATERIAL

14.07.03.01 STORING MATERIAL

Materials must be stored neatly, and like materials of about the same size stored together. For instance, all metal culvert pipe will be stacked together, but separated according to size, gage and type. All concrete pipe, structure steel, and lumber will be stacked in a similar manner.

Proper sorting of material during storage is helpful in finding material when it is needed, and in keeping a perpetual physical inventory. Such an inventory is essential to insure an ample supply of material without overstocking.

14.07.03.02 CARE IN STACKING MATERIAL

Care must be taken in order that stacked material will be protected from the weather and will not be damaged by accidental movement. When sections of pipe are stacked, chocks must be placed under the first and last section in the bottom tier to eliminate any chance of movement. Lumber will be stacked in such a manner that it will shed water at all times and will be kept from direct contact with the ground.

The proper storage of material such as snow fence and posts, and bagged and bulk chemicals is discussed in detail in the Snow Removal and Ice Control Chapter. Details of the proper methods of storing signs, sign posts and traffic paint are given in Chapter 12.

14.07.04 STOCKPILING AGGREGATES AND ABRASIVES

Stockpiles of aggregate must be located in well-drained places. The ground must be stabilized or paved to prevent the aggregate from becoming mixed with earth or other foreign material. Each stockpile should be at least 6 feet in height and built in layers which are not more than 3 feet thick.

Each layer must be completely in place before the next one is started. Care must be taken to prevent aggregate from running or coning over the layer beneath. This method of stockpile construction will eliminate the problem of segregation of component sizes. If space is limited, a sturdy partition must be erected between two adjacent stockpiles to prevent the overflow of material from one to the other.

Stockpiles of abrasives for ice control must be constructed in the manner described in Chapter 5.

Stockpiles must be kept neat at all times and must not be allowed to spread while loading equipment.

14.07.05 TRUCKS LOADING FROM STOCKPILES

The load on a truck must never exceed the recommended maximum capacity. At no time will it be permissible to load Division equipment over the maximum gross weight for which it is licensed.

A Division truck carrying aggregate will be loaded in such a manner that there will be no spillage between the stockpile and the job site.

14.07.06 MATERIAL LOCATIONS AT STORAGE AREAS

At a storage area, it is very important that every material be located to assure easy access and to facilitate good housekeeping. Advance planning by the person responsible for the area is necessary. A sketch of the area, indicating the location of each type of material to be stored and the necessary service driveways must be made and kept. A service driveway leading to and from each type of material must be designated and kept open. Sufficient room must be provided at each material stockpile to permit the use of any necessary equipment.

14.07.07 MATERIAL QUANTITY TO BE STORED

Experience will aid in determining the amount of each type of material carried in stock. Once this determination has been made and the space has been designated, care must be used when requisitioning replacement stock so only a quantity for which space is available is ordered. This precaution will eliminate the problem of overflow of one material into space reserved for another or onto driveways and loading areas.

14.07.08 INSPECTION OF STORED MATERIAL

Before an order to replenish the stock of a particular material is delivered, the material remaining in stock must be inspected. If any material is found to be damaged so its performance will be substantially affected, it must be removed and disposed of in the proper manner. Material only slightly damaged may be used where its condition will not affect the proper performance of the facility in which it is installed. The remaining good material must be properly restacked so ample space will be available.

14.07.09 HANDLING OF STORED MATERIAL

Proper handling of material while it is being unloaded for storage or loaded from storage is very important. Frequently, material is damaged as a result of the lack of care in the unloading or loading operation at the storage area. Damage to material shortens its lifespan and limits its use and effectiveness. When a vendor's vehicle or a Division vehicle is not equipped or manned to properly unload and store material

being delivered, unloading shall be postponed until adequate equipment and personnel are available.

A vendor shall make prior arrangements with the County or District Office when Division equipment and personnel will be required to assist in the unloading. This procedure will reduce the chance of loss of time and make it possible to schedule the job without conflict with routine operations. The same condition prevails when material is to be loaded from stock or at the job site.

14.07.10 MATERIAL ACCEPTANCE AT STORAGE SITES

14.07.10.01 INSPECTION ON DELIVERY

The District Engineer will designate one person for the District and one person for each County to be responsible for acceptance of all materials delivered to a site where material is stored. When practical, this person will be the same one responsible for the routine maintenance and housekeeping at the District or County Headquarters.

No material will be accepted at a storage site unless it is accompanied by the proper delivery ticket or weight slip. A certified weight slip is required for each load of material measured by weight. Before the material is accepted an accurate visual check of the quantity and quality of the material must be made at the storage site by authorized Division Personnel.

If the material was to be inspected by the Materials Control, Soil and Testing Division before shipment from its source, proof of that Division's approval must be furnished.

14.07.10.02 MATERIAL REJECTION ON DELIVERY

Material which obviously does not meet the requirements of the specifications, such as damaged or poorly made culvert pipe, improperly graded aggregate, or bent guardrail posts, will not be accepted.

Whenever there is reasonable doubt to the quality of delivered material, the Maintenance Engineer must be notified and the material must be inspected by a representative of the District Materials Laboratory. This procedure must be followed even though the material was inspected and approved at the source before it was shipped. Copies of all test reports for maintenance materials will be kept on file at the District Office.

When material is rejected at the storage site, the vendor will be required to replace it with approved material. The vendor will not be permitted to leave rejected material on West Virginia Division of Highways property. As soon as the accepted portion of a load has been unloaded and properly stored, the rejected portion must be reloaded onto the delivery vehicle and removed from the storage site.

14.08 STOREROOMS

14.08.01 GENERAL REQUIREMENTS

A storeroom will be established and maintained at each District and County Headquarters. It must be located and constructed so there will be ample bins, shelves and racks for the proper storage of equipment parts and maintenance materials and supplies. Each storeroom must be enclosed and the door or doors leading into and out of the storeroom must be kept locked unless an authorized storeroom employee is on duty.

One person will be delegated the responsibility and authority necessary to properly operate each storeroom. Because of the size and importance of the District storeroom, it is under the direct supervision of a District Storekeeper, who is in charge of a staff and has a full-time job. The County storeroom, because of its small work load will be under the direct supervision of a part-time storekeeper. As a rule, the County Superintendent assigns this duty to someone on his office staff, since the storekeeper must be available through the day and most employees in the County Office have the necessary knowledge and ability to keep the required records. Good housekeeping at any storeroom is mandatory.

14.08.02 DISTRICT

The District storeroom serves as the District's central warehouse and purchasing Division. Only an authorized storeroom employee is permitted to issue parts and maintenance items to Division personnel. Material will be issued only upon receipt of the proper requisition form, which must be properly completed and signed by a duly authorized person. It is not practical to attempt to carry an inventory on every item that may be needed for the operation of a District. The items that are carried in stock in a certain storeroom will be determined by the amount of space available and the relative frequency in which the various items are needed. The decision in regard to the choice of items is based on a review of storeroom records and on the combined experience of the District Maintenance Engineer, the District Equipment Superintendent and the District Storekeeper. If an item that is requisitioned is not in stock, it will be ordered by the District Storekeeper from the proper source.

The District storeroom must be kept open at all times during the normal work day. In times of emergency the District Storekeeper or someone designated by him should be available to report to work if needed.

14.08.03 COUNTY

A County storeroom will be operated at each County Headquarters to save time and reduce the cost of replacing maintenance items or repair equipment. Only a small quantity of frequently used standard equipment parts and maintenance items should be stored in a county storeroom. The County Superintendent will determine which

items and the quantity of each to be stocked at the County storeroom. He/she will base his/her decision on storeroom records, knowledge and experience of the District Maintenance Engineer, District Equipment Superintendent, and the County Superintendent. Items from the County storeroom will be issued only by personnel designated by the County Maintenance Superintendent.

Equipment parts and maintenance supplies that are not in stock at the County storeroom will be procured from the District storeroom or by another approved method.

The County storeroom will be kept open as necessary when the crews are working.

FOOTNOTE

As more fully set forth in Section 01.01.01, nothing in this manual is intended to create a legal or moral duty and has been created for internal guidance only.