

## **ATTENTION HOUSING UNIT DEPUTIES**

The following protocol is to be followed for broken or worn items needing replacement:

1. Place items in a marked plastic bag and put out in outside closet #121A (with laundry and mail bag).
2. Document on Tool Inventory Log where items are located.
3. Notify Supply of each item needing replacement. Be sure to specify exactly what will be traded. ( i.e. shower brush and handle) If Supply is not open, leave note in redbook and a voice mail message for supply. ( 4-7228)
4. Log onto V drive in Supply, for your housing unit. List broken items in folder marked for broken tools. Supply will remove the number of items listed when they are exchanged.