

STANDARD PROCEDURE

Aviation Authority

Number: S410.23

Effective: 09/21/22

Revised: 04/26/23

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SUBJECT: ATTIC STOCK PROGRAM

PURPOSE: To establish a process for designating and retaining Attic Stock that is to be held in storage by Materials Management.

PROCEDURES:

- A. Attic Stock is defined as any designated surplus equipment, materials, or various supplies from a completed construction project held by Materials Management and available for ongoing maintenance requirements to ensure compatibility, appearance, fit, and/or continuity of design. During the design of a construction project, the Vice President of Planning and Development, the Vice President of Maintenance, or their designee; the Design Professional and/or Design-Builder, and the Authority Project Director will determine if there is a benefit to the Authority to store Attic Stock.

Items that should be designated as Attic Stock include, but are not limited to, the following:

1. Need for identical replacements where variations in newly purchased replacements would not provide a uniform appearance (e.g. carpet, tile, faucets).
2. Potential for obsolescence (e.g. electronic controllers and other subassemblies).
3. Need for immediate availability of replacements for continuity of service.

Items that should not be designated as Attic Stock include the following:

1. Items that have interchangeable common replacements (e.g. pipes, wires, fuses, bricks, raw materials).
2. Items with high cost and liability to the Authority if stored at an Authority warehouse.
3. Items where existing Attic Stock is already sufficient for the aggregated maintenance requirements of all completed projects.
4. Perishable materials and supplies that degrade while held in storage over the life of a completed project (e.g. paint, adhesives, grout, mortar).

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5. Scrap items or waste materials from a project.
 6. Other specific items where the cost to lease space for storage outside of Authority property is prohibitive as determined by the Vice President of Procurement.
- B. If it is determined there is a benefit to the Authority to designate specific Attic Stock, the Project Director will be responsible for specifying the Attic Stock items, recommended quantities, and the future storage space required during design development of the project. The Vice President of Planning and Development, the Vice President of Maintenance and the Vice President of Procurement, or their designees, will review and approve the proposed Attic Stock items. The approved Attic Stock items will be included as part of the Design Professional's or Design-Builder's obligations in the final contract.
- C. The Vice President of Planning and Development and the Vice President of Maintenance will determine the maximum retention time for Attic Stock. Attic Stock will not be stored beyond its useful life or the useful life of the building, fixture or equipment it was intended to support.
- D. The Design Professional or Design-Builder will meet with the Authority Construction Project Manager and Manager, Materials Management upon substantial completion of the project to review all designated Attic Stock for scheduled transfer to an Authority warehouse. The Authority Construction Project Manager will send a final report of Attic Stock, including descriptions, quantities, and overall value, to the Manager, Materials Management one month prior to transfer.
- E. The Authority Construction Project Manager will instruct the designated person in the Planning and Development Department (P&D) to complete Form PRC-30, Attic Stock Transfer to Warehouse and send to the Manager, Materials Management for review and approval.
- F. The Contractor or Design-Builder will assume liability for the designated Attic Stock until the Attic Stock is accepted in writing by the Authority's Manager, Materials Management, or until the Attic Stock is accepted in writing by a P&D department member for delivery

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to an Authority warehouse. Materials Management will approve the Attic Stock delivery by visual verification and by signing Form PRC-30.

- G. Materials Management will transact the designated Attic Stock into the Oracle inventory system and provide monthly Attic Stock On-Hand Reports to Maintenance Superintendents in accordance with Standard Procedure S410.12, Materials Management, Paragraph G, Attic Stock. Maintenance Superintendents will review the Attic Stock On-Hand Reports and, at least quarterly, identify excess or obsolete Attic Stock for disposal.
- H. All Attic Stock identified for disposal will be disposed of in accordance with Standard Procedure S410.12, Materials Management, Paragraph F, Disposal of Property.
- I. The Maintenance Department will requisition inventory from Attic Stock as the primary source for on-going needs.
- J. Unused surplus equipment, materials, and/or supplies from a completed construction project that are not designated Attic Stock will be removed by the Contractor or Design-Builder upon completion of the construction project. The Contractor or Design-Builder will remit any monies received from the sale of such unused materials, supplies and/or equipment to the Authority. Surplus equipment, materials, and/or supplies not designated as Attic Stock will not be stored at an Authority warehouse.
- K. Surplus items that are not from a completed construction project, such as art, architectural models, display cases, and other surplus items that do not conform to the definition and designation of Attic Stock above shall not be considered Attic Stock. Storage of such surplus items will be on a temporary basis and will be subject to approval by the Vice President of Procurement based on available space in Authority warehouses.

APPROVED: Michael Stephens

DATE: 4/26/23