



MAINTAINING INVENTORY OF TOOLS AND MATERIALS

Introduction

Proper inventory management of tools and materials is critical to ensuring smooth operations on the job site. Construction teams rely on having the right tools and materials available when needed, and the potential for loss, theft, or damage is high if items are not properly tracked and secured. Additionally, maintaining good housekeeping and orderly storage facilities makes inventory easier to track and maintain. A well-organized site also sends a message that the site is properly managed, reducing the likelihood of theft by making it clear that tools and materials are being actively monitored. This talk will cover best practices for maintaining inventory, preventing loss, and ensuring materials are stored correctly to avoid damage.

Starting **February 17, 2025**, Jayton will be visiting projects to create an inventory list, **complete with photos and details on where supplies are maintained**—whether in the job trailer, connex, or an employee's truck. **Please support Jayton during this inventory process** so we can better track our property, improve accountability, and prevent loss.

Why is Inventory Management Important?

- Reduces downtime by ensuring tools and materials are available when needed
- Prevents theft and loss, saving money and avoiding delays
- Keeps tools and materials in good condition by storing them properly
- Improves overall job site efficiency and accountability
- Creates a well-managed environment that discourages theft and promotes safety

Best Practices for Inventory Control

1. Maintain Orderly Storage and Good Housekeeping

- Keep work areas clean and organized to make it easier to track inventory.
- Use designated storage areas for different types of tools and materials.
- Ensure proper labeling of all tools, equipment, and materials.
- Regularly clear out unnecessary clutter to maintain an efficient workspace.

2. Secure Storage Areas

- Store tools in locked trucks, toolboxes, or connex boxes when not in use.
- Limit access to authorized personnel only.
- Conduct regular inventory checks to ensure nothing is missing.

3. Conduct Routine Inventory Inspections

- Perform daily or weekly checks to verify all tools and materials are accounted for.
- Identify missing or damaged items and replace them promptly.
- Keep an updated inventory list and review it regularly.
- Work with Jayton to ensure all inventory is accurately logged and stored in the proper locations.



4. Protect Materials from Weather Damage

- Store materials such as UV-sensitive pipe, gaskets, iron or other weather sensitive metal products, and electrical components in dry, covered areas.
- Use tarps, storage bins, or waterproof containers to keep materials protected from rain and moisture.
- Avoid stacking heavy materials in a way that could cause damage or create a safety hazard.

5. Report Missing or Damaged Items Immediately

- If a tool or material is missing, notify the supervisor right away.
- Report any signs of theft or tampering to prevent further loss.
- Damaged tools should be repaired or replaced to ensure safety and efficiency.

Conclusion

Managing inventory of tools and materials is a team effort. By following proper inventory control measures, securing tools and materials, and keeping items protected from damage, we can ensure a safer and more efficient worksite. Maintaining good housekeeping and orderly storage facilities not only helps track and maintain inventory but also discourages theft by making it clear that all items are accounted for.

With Jayton visiting projects to document and track our inventory, this is an opportunity to improve organization and accountability. Please assist him in this process so we can better monitor our supplies and prevent unnecessary loss. Every team member plays a role in keeping our resources available and in good condition. Let's stay accountable and work together to prevent unnecessary losses and delays.

Team Questions

1. What are some challenges you face in keeping track of tools and materials?
2. What additional measures can we take to improve our inventory management on this job site?
3. How can we ensure that materials stay dry and in good condition during different weather conditions?