

SUPPLY INVENTORY

In order to do the required repairs at the property, managers should insure that the necessary supplies are always readily available at the site at all times. Managers should develop a routine schedule for ordering such as every Friday. This will minimize time wasted always running errands to the store. Mail order is generally cheaper. Please insure that the following items are stocked on a continuing basis at your property:

Appliance bulbs (40 Watt)	Floor tile
Blind parts	Furnace thermocouple
Cabinet hinges	Furnace thermostat
Cabinet glides	Hose clamps (sizes to match sprinkler supply lines)
Commode (1)	Hot Water Heater (for emergencies) (1)
Commode ballcocks	Kitchen drawer boxes
Commode bowl to floor bolts & nuts	Kitchen drawer rollers
Commode flappers	Kitchen "P" traps and misc. Parts
Commode levers	Light bulbs (60 Watt)
Commode seats	Light fixtures (all kinds on property)
Commode tank to bowl bolts, washer, & nut	Medicine cabinet (1)
Commode tank to bowl gasket	Refrigerator seals
Disposal (1)	Sprinkler heads
Disposal installation parts	Sprinkler head nozzles
Door stops	Stove valves
Electric stove elements (top & oven)	Stove handles
Electrical plugs	Tub tile grout
Electrical switches	Tub tile
Evaporative cooler fuses	Used refrigerator (for emergencies) (1)
Evaporative cooler water pumps	Water heater thermocouple
Exterior door locks and keys	Wax bowl rings
Faucet seats (minell; stainless steel)	Window balances/glides
Faucet handles	Window locks
Faucet repair kits (washer less)	Window sash clips
Faucet washers	Wire nuts
Faucet stems	