

FACILITIES

Maintenance of Buildings, Grounds, and Equipment

Heating Fuel Oil—Readings and Delivery Tickets

This regulation supersedes Regulation 8530.3.

I. PURPOSE

To establish procedures to be followed in reporting fuel oil stick readings and processing fuel oil delivery tickets.

The importance of complying with the instructions contained in this regulation cannot be overemphasized. Energy is a major element of cost to Fairfax County Public Schools. The oil delivery data is to provide a basis for determining consumption, preparing budget estimates, and validating payments to vendors. Program managers shall ensure that all staff members responsible for reading fuel oil levels, reporting the oil levels, and processing fuel oil delivery tickets are informed of the stipulations of this regulation.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section III. has been revised for clarification of procedures.

III. PROCEDURES

All heating fuel oil is supplied by vendors on a contract basis. Fuel oil deliveries are made on a will-call basis, i.e., with notification, to maintain all tanks at acceptable operating levels.

Reporting of fuel oil deliveries and use is recorded on an online application. The first step in accessing the web fuel oil application is to access the main FCPSNet page (<http://fcpsnet.fcps.edu>) and, under the Department of Facilities and Transportation Services, to click on the first link, RequestLine. Click on Link to Fuel Oil under the Maintenance Services subheading.

An online instruction manual can be accessed from the fuel oil application. Please contact the Facilities and Transportation Services Customer Service Team (703-764-2402) to obtain a user name and password to access the system.

Regulation 8530.4

Page 2

A. Delivery Stick Reading

Each time a fuel oil delivery is made, a predelivery reading is required before the oil is pumped into the tank. The predelivery reading (in inches) needs to be entered into the web fuel oil page under "enter measurement." After the oil is pumped into the tank, a postdelivery reading (in inches) needs to be entered into the web fuel oil page under "enter measurement."

B. Delivery Tickets

Sign all delivery tickets after receiving fuel oil and then fax a copy of the tickets to the Office of Facilities Management, Sideburn Support Center (703-239-0462), Attention: Accounting Technician for Utilities. The company will leave after-hours delivery tickets in the boiler room mailbox.

C. Weekly Fuel Oil Tank Readings

Take stick readings of all fuel tanks on the first working day of each week. Weekly fuel oil tank readings are required to monitor fuel oil consumption and identify possible leaks. Record the weekly fuel oil reading (in inches) by accessing the Enter Measurement link and entering the inches in the Reading field.

D. Fuel Oil Delivery

Call the Office of Facilities Management (703-764-2488) for fuel oil delivery if any tank is at or lower than the reorder level, and report the stick reading in inches.

Notify the Office of Facilities Management immediately of any oil delivery received. See section B.

E. Snow Removal and Access

Help the fuel oil supplier locate driveways and curbs during or following snow storms. Ensure that tank filler caps are visible, clearly marked, and reachable at all times.

F. Spillage or Property Damage

Report immediately to the Office of Facilities Management, Work Order Section, 703-764-2415 any spillage or property damage that occurs during delivery of fuel oil.

G. Low Oil Levels

Fuel oil delivery at your location is on a will-call basis. If oil in the tank is at or below its reorder level, call the Office of Facilities Management with this information immediately.