**North Maintenance Warehouse Inventory Guidelines**

* Personnel identified by warehouse manager and assistant director to conduct physical count.
* Warehouse is closed for business day prior to inventory to complete transactions for accurate counting.
* Accuracy over speed
* Initial each count sheet you are given prior to being turned into data entry
* Data entry employee will identify and mark any variance between on-hand and physical count
* Verifier (different than original counter) will make a recount of the item.
  + If number doesn’t match a third count is performed by a third verifier.
  + Process requires that 2 counts match
* After completion of physical count and data entry, results are reviewed by Management and concerns addressed and verified.
* Completed report and copies of physical count sheets are forwarded to Accounting for review and data entry adjustments to warehouse inventory.
* Accounting will notify Maintenance management upon completion of adjustments and warehouse is opened for business.