

Troop 119 Quartermaster System 2005

1/2005 MGF

Objectives:

- organize and keep track of equipment used on trips
- Make sure parts are purchased and proper maintenance is done in timely manner.
- Keep scoutmaster & PLC aware of equipment problems and status
- Communicate to troop committee about equipment condition and needs for budget planning.

Assess and monitor equipment condition

During spring equipment maintenance (through inspection) and after each trip (from reports) assess equipment condition using the following criteria:

Good: Fully functional, clean. Can be blemished, but no wear that affects its integrity or use.

Action: None needed

Planning: Plenty of life left in it – no immediate consideration.

Fair: Serviceable, - BUT - given a choice you'd prefer to use another unit in better condition. Shows moderate wear, soiling or needs minor repair /adjustment.

Action: Initiate repairs or cleaning as needed.

Planning: Anticipate repair costs and likely replacement in 1-2 years.

Poor: Almost unusable due to damage, soiling or moderate to severe wear. Needs significant repair or replacement.

Action: Remove from service and initiate repairs or cleaning.

Planning: Likely to need replacement immediately.

Equipment inventory:

Every piece of major equipment (tents, stoves, Dutch ovens, griddles and patrol boxes) has been assigned an asset number which is permanently affixed.

There is a master record with the following information:

Asset #,
Description (tent, etc),
Date of purchase,
Manufacturer and model,
Current condition,
Revision date.

For Patrol boxes, a standard inventory sheet is laminated and fastened under the cover.

Track Equipment:

Quartermaster brings "trip file" on the trip and notes damage / service needs / missing parts on back of sheet that are observed or are reported by patrol quartermaster.

Copies of a sheet with a listing of all equipment is used for each patrol.

Log date, patrol initials, assigned scout initials, return date and troop quartermaster initials.

Space is left on the back of the sheet to note new problems. Sheets can become permanent record of equipment usage.

Upon return from trip, troop quartermaster, with patrol quartermasters, assign equipment to scouts for cleaning,

- Write initials of assigned scout on patrol's equipment sheet.
- Quartermaster keeps sheets in "trip file" until equipment is returned.

Before next troop meeting, troop quartermaster checks patrol equipment sheets for maintenance problems and reports to adult quartermaster to initiate purchase of parts or other follow-up.

When equipment is returned at troop meetings, quartermaster receives gear and

- Writes date and initials sheet to show assigned scout returned item
- Returns equipment to storage.
- Returns sheet to central file when complete

At subsequent troop meetings, quartermaster reports to troop,

- Reports who still has equipment to return.
- Quartermasters organize help for special cleaning or repairs.

Equipment organization considerations:

Patrol boxes should be checked and signed off by patrol quartermasters. Patrol box would appear as one tagged item.

Troop gear like ropes and flags remain responsibility of troop quartermasters unless they can find a better way.

Adult quartermaster role after this has been set up and is running is to make sure the system is being used, to buy parts and supplies (i.e. Gas) and to communicate to the scoutmaster and troop committee information needed for planning, safety, etc.