

## **PROPERTY MANAGEMENT**

**8616**

(1987)

The lookout is responsible for all of the equipment and supplies that are provided to meet operational needs. The lookout must also take responsibility for ordering necessary items in advance of need. The goal is to have the proper quantities of material on hand when required.

## **SUPPLIES**

**8616.1**

(1987)

Specific procedures for ordering supplies will be detailed in the Facility Operating Plan, Chapter 8620. The lookout should be able to justify his/her use or need for these materials if asked.

It is particularly important to anticipate and order fuel, water, or critical operating forms and supplies well in advance of need so arrangements can be made to supply them.

## **INVENTORY**

**8616.2**

(1987)

Inventory lists should be kept of all nonexpendable equipment. These lists should be checked at least twice a year, at the opening and closing of the lookout.

Lookout inventories are varied to meet site-specific needs but may include:

- Fire detection and location equipment.
- Communication equipment.
- Weather equipment.
- Major household furnishings and appliances.
- Lookout maintenance equipment.
- Safety equipment.

Inventories should include make, model, serial number, or property number, when available.

## **SECURITY**

(1987)

**8616.3**

It is important to take the proper security measures necessary to protect the property and contents of the lookout site when the site will be left unattended. These measures are site specific and must be detailed in the Facility Operating Plan, Chapter [8620](#). Losses or damage to equipment must be reported to lookout supervisors as soon as possible.

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