

# ADMINISTRATIVE PROCEDURE

FUEL OIL ORDERING  
AND RELATED PROCEDURES

3512

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Procedure No.  
October 15, 2013

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Date

- I. **PURPOSE:** To transmit procedures to be followed when ordering and monitoring fuel oil and other related procedures.
- II. **INFORMATION:** The Department of Building Services will contact fuel oil vendors to place oil orders for all buildings. Building supervisors shall follow the procedures below when ordering fuel oil. Any problems should be directed to Department of Building Services.

III. **PROCEDURES:**

A. To order fuel oil, contact the Department of Building Services at 3021-952-6500, with the information listed below. For delivery within one to three business days, orders need to be placed before 10:00 am.

- 1. Name of school
- 2. Tank size
- 3. Stick reading (inches and gallons) of oil on hand
- 4. Tank location
- 5. Any special instructions, i.e., need for long hose or special fittings or specified delivery times
- 6. Preferred delivery hours

B. Please do not order oil until your tank can safely hold the minimum number of gallons (90%) as follows:

<u>Tank Capacity</u>	<u>Minimum Fill</u>
10,000 gallons or more	7,000 gallons
8,000 gallons or less	No minimum

Example

8,000 gallon tank @90%	=	7,200 gallons
Fuel on hand (2000gallons)	=	5,200 gallons (amount needed to be at 90%)
Order request would be	=	5,000 gallons (minimum fill)

C. Prior to and after each delivery of oil, a tank “stick” reading and oil truck meter reading is to be taken by the delivery driver and verified by the Board representative (building supervisor, equipment operator, or custodian). When no discrepancy exists between delivered amounts per fuel oil truck meter reading and “stick” readings, sign delivery ticket, send

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a copy to Building Services and keep a copy on file. Contact Building Services to report delivery of oil or report any discrepancy to Principal and Building Services.

- D. If delivery is not received within two working days of order, notify Building Services.
- E. The following procedures apply to all schools and office buildings with oil tanks whether the fuel being used is oil or natural gas. Fuel oil readings must be taken as the following procedures indicate to identify the need for oil and possible leaking oil tanks or theft of oil.
1. Fuel oil readings shall be taken every Monday, Wednesday, and Friday during the heating season or any time oil is being used. Fuel tanks should be checked at least weekly all other times and entered in logbook.
  2. Take an oil reading immediately before and after any oil delivery to verify number of gallons delivered. Record these readings in your boiler logbook.
  3. Federal and State laws require the immediate reporting, containment, and cleanup of all hazardous material spills. In the event of an oil spill, call the Department of Building Services and the Environmental Office. Refer to Bulletin B-25-91, Hazardous Material Spills, for specific procedures.
  4. When returning to school after a weekend or holiday, take an oil reading immediately. If the reading shows that a delivery was made while no one was there, contact Building Services with this reading to verify delivery. Also, contact Building Services with any other discrepancy.
  5. Always clear any snow and/or ice away from oil fill areas. In case of extremely deep snow, mark the oil fill line with an empty 55-gallon wax drum to assist in locating the line.
  6. Do not allow parked vehicles or other items to obstruct the oil fill lines at any time.

IV. **RELATED PROCEDURES:** None.

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- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Building Services will update these procedures as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3512, dated July 1, 2005.
- VII. **EFFECTIVE DATE:** October 15, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10