
Cabinet Touch Up Kit Inventory For Field

1.0 Objective & Scope

The objective of this procedure is to ensure that every field vehicle carries a complete, organized, and replenished cabinet touch up kit to address minor cosmetic damage on site, reducing return trips and maintaining customer satisfaction. This SOP applies to all Lead Installers, Fleet Drivers, and Field Technicians responsible for vehicle inventory.

Scope includes initial kit assembly, weekly inventory checks, replenishment triggers, and disposal of expired or unusable materials. Compliance with Transport Canada hazardous materials regulations for aerosol cans and solvents is mandatory.

2.0 Required Equipment & Tools

- Durable, compartmentalized plastic storage box (minimum 18 x 12 x 6 inches) with secure latch
- Assorted touch up markers and pens (matching common cabinet finishes: white, almond, oak, maple, espresso)
- Small aerosol cans of matching paint (max 4 oz each, stored upright in ventilated compartment)
- Fine tip artist brushes (size 0, 2, 4) and disposable foam brushes
- Sanding sponges (220 and 400 grit) and tack cloths
- Microfiber cloths (lint-free, 6 pack minimum)
- Wood filler (water-based, quick-dry) and plastic putty knife
- Isopropyl alcohol wipes (70% or higher) for surface prep
- Clear coat touch up pen (matte and satin finish)
- Inventory checklist laminated card and dry erase marker
- SiteQueue mobile app on company tablet for digital logging

3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots required when accessing vehicle storage compartments on active job sites.
- Aerosol cans and solvent-based products must be stored in a locked, ventilated compartment away from direct sunlight and heat sources.
- Wear nitrile gloves when handling paint, filler, or solvents to avoid skin contact and allergic reactions.
- Ensure vehicle is parked on level ground and engine is off before opening storage compartments.
- Do not store touch up kits in passenger cabin; use designated cargo area only.
- Inspect all containers for leaks or damage before each use; dispose of compromised items per local hazardous waste guidelines.

4.0 Step-by-Step Execution Procedure

1. At the start of each week, retrieve the cabinet touch up kit from the designated vehicle storage compartment and place it on a clean, flat work surface.

2. Open the kit and remove the laminated inventory checklist. Verify all items listed are present and in good condition.
3. Inspect each touch up marker and aerosol can for expiration date, label legibility, and proper cap seal. Discard any dried-out or leaking items in a sealed bag for proper disposal.
4. Check brushes and sponges for cleanliness and integrity. Replace any that are frayed, hardened, or contaminated.
5. Test a small amount of each paint color on a scrap piece of matching cabinet material to confirm color match and consistency. Note any discrepancies on the checklist.
6. Replenish any missing or depleted items from the central warehouse inventory. Use the SiteQueue app to scan the barcode of each replacement item and log the transaction.
7. Wipe down the interior of the storage box with a microfiber cloth and isopropyl alcohol wipe to remove dust and residue.
8. Arrange all items back into the box in the designated compartments, ensuring aerosol cans are upright and secured with foam inserts to prevent movement during transit.
9. Close and latch the box securely. Place it back in the vehicle cargo area and confirm it is not blocking emergency exits or safety equipment.
10. Update the digital inventory log in SiteQueue with the current count of each item and the date of the check. Mark the checklist as complete.
11. If any hazardous materials were disposed of, complete the Waste Disposal Log in SiteQueue and attach a photo of the disposal receipt.
12. Notify the Fleet Manager via SiteQueue if any item requires reordering beyond the standard replenishment cycle.

5.0 Verification, Sign-off & Reporting

1. After completing the inventory check, review the SiteQueue log to ensure all fields are filled: date, vehicle ID, technician name, and item counts.
2. Take a clear photo of the fully assembled kit inside the vehicle storage compartment and upload it to the SiteQueue task record.
3. If any discrepancies or shortages are noted, flag the record for supervisor review and include a brief description of the issue.
4. The Fleet Manager or Lead Installer must digitally sign off on the weekly inventory report in SiteQueue by end of day Friday.
5. Archive the completed checklist and any related photos in the project folder for audit purposes. Retain records for a minimum of 90 days.

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