

PHYSICAL PLANT

OPERATING POLICY AND PROCEDURE

PP/OP 06.02: Checkout Procedures for Drawings and Equipment from Engineering Services

DATE: May 10, 2010

PURPOSE

This Physical Plant Operating Policy/Procedure (PP/OP) provides a standard set of instructions for removing drawings and equipment from the Engineering Services area.

REVIEW

This Physical Plant Operating Policy/Procedure (PP/OP) will be reviewed in April of each even numbered year (ENY) by the associate director for physical plant engineering services and recommendations for revision forwarded to the managing director for physical plant.

POLICY AND PROCEDURE

1. General

Without exception, all requests for removing drawings and equipment from the Engineering Services area will be coordinated and tracked by the use of a login/logout form. This procedure will provide a readily available reference for locating items and establish responsibility while the items are outside of the Engineering Services area.

2. Drawings

- a. For drawings to be removed from the drafting area, Physical Plant personnel, contractors, or other organizations on or off campus must fill out the *Drawing Loan Update Sheet*, Form PPES-9 (See Attachment A) prior to removal. Signature and check out must be verified and signed by a member of Engineering Services.
- b. The *Drawing Loan Update Sheet* will be maintained in a notebook in the drafting area. The form must be filled out completely with a signature of the person removing the drawings. Upon return of the drawings, the return date will be noted and the listing marked out on the *Drawing Loan Update Sheet*, with verification signature by a member of Engineering Services.

3. Equipment

- a. For equipment to be removed from the Engineering Services area, Physical Plant personnel, contractors, or other organizations on or off campus must fill out the *Equipment Checkout Log* prior to removal. Signature and check out must be verified and signed by a member of Engineering Services.
- b. The *Equipment Checkout Log* will be maintained in a notebook in the Engineering Services area. The form must be filled out completely with a signature of the person removing the item(s) of equipment. Upon return of the equipment, the return date will be noted on the *Equipment Checkout Log*, with verification signature by a member of Engineering Services.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>
Associate Director for Physical Plant Engineering Services	Review	April (ENY)

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant