

**PHYSICAL PLANT**  
**OPERATING POLICY AND PROCEDURE**

**PP/OP 04.06:           Tools and Equipment Accountability**

**DATE:**                   October 20, 2004

**PURPOSE**

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide standard guidelines necessary for Physical Plant (PP) personnel to check out tools and equipment and establish asset security and standardized tools and equipment inventory procedures. The objective of this policy is to assign responsibilities and accountability; and achieve consistent management and control for the proper issuance and inventory of tools belonging to Physical Plant

**REVIEW**

The PP/OP will be reviewed by August 1 annually by the associate managing director for physical plant with recommendations forwarded to the managing director for physical plant.

**POLICY AND PROCEDURE**

1. General Statement

All PP tools and equipment items, prior to being removed from any shop or facility, will be checked out in logs kept in each shop. All tools assigned to PP personnel and/or located in PP vehicles will be inventoried and accounted for monthly.

2. Tool and Equipment Check-out

- a. Before any tool or piece of equipment is removed from a PP shop or facility, it must be checked out. All shops will use a standardized form (Attachment A) and maintain it in the tool and equipment lock-up/area.
- b. Tools or equipment will be physically returned to personnel from the shop it was borrowed from. That person will date and sign off as receiving the returned item.

3. Tools and Equipment Inventory

- a) An inventory listing will be maintained on all PP tools and equipment assigned to PP shops or facilities, with a value of \$500.00 or more. (Attachment B)
- b) An inventory listing will be maintained on all PP owned tools and equipment assigned to PP personnel. (Attachment C)

- c) Monthly inventories will be done and any discrepancies noted. Foreman/Lead Technicians will verify any discrepancy.
- d) Foreman/Lead Technicians will spot check inventories, over and above noted discrepancies.

4. Liability for Property Loss

Any Physical Plant employee who damages or destroys property intentionally or through negligence will be subject to appropriate disciplinary action up to and including dismissal.

**RESPONSIBILITY**

<u>Position</u>	<u>Section</u>	<u>Month</u>	<u>Day</u>
Associate Managing Director for Physical Plant	Review	August (Annually)	1
Managing Director for Physical Plant			

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Managing Director for Physical Plant

**SHOP NAME** \_\_\_\_\_

## Tools and Equipment Check-out

[illegible]

**This form MUST be filled out before removing any item from this shop.**

SHOP: \_\_\_\_\_

INVENTORY DATE: \_\_\_\_\_

[illegible]

Signature: \_\_\_\_\_

[illegible]PP/OP 4.06  
Attachment C