

Equipment & Tool Management

Facilities Services managers and supervisors are responsible for establishing systems for adequate accountability for University tools and equipment, and for establishing and communicating standards for employees' use, care and safekeeping of University tools and equipment. Each administrative unit is expected to establish procedures for inventory control of tools and equipment to ensure compliance with University and state requirements, and to track the distribution and return of tools and equipment issued to individual employees. Each individual employee is responsible for appropriate use and care of tools and equipment issued to him or her, and for accounting for and returning all tools and equipment in accordance with supervisory instructions and the unit's procedures. Employees are expected to immediately report lost, stolen, or damaged tools or equipment.

Equipment is to be tagged, inventoried, and disposed of in accordance with the University's policies and procedures (see [Administrative Policy Statements 61.1-61.7](#)) For detailed information on equipment inventory and surplus procedures contact the Equipment Inventory and Surplus Property offices. Facilities Services units may have additional requirements.

University-owned equipment and tools may only be used in the performance of University duties and may not be used for employee personal use. Salvaged, broken, or junked equipment and tools are University property, are not for employee personal use, and may not be removed from the campus. Unauthorized use or removal may result in disciplinary action or termination. (Also see Facilities Services standards on "[Use of University Resources](#)".)

Also see "Responsibilities of Vehicle Operators" in [Administrative Policy Statement 53.02, "Motor Pool Policies and Regulations"](#), and "University Vehicles" in the [Facilities Services Employee Information Handbook](#).