



Delaware State University

University Area(s) Responsible: Finance and Administration: Facilities Management Department

Policy Number & Name: 10-04 Equipment, Supplies & Tools

Approval Date: 02/08/2016

Next Review Date: 02/08/2018

I. Purpose

The purpose of this policy is to establish the method by which equipment, supplies and tools are managed and accounted for.

II. Scope & Applicability

This policy applies to all University students, faculty, staff, contractors, visitors, and other related parties.

III. Definitions

Equipment: Items brought together for a specific purpose or to complete a specific job.

Supplies: Any items necessary for the maintenance and operation of the Facilities Management function

Tool: Any mechanical device, typically handheld, that is used to perform a work function.

IV. Policy

Equipment & Tool Management

Facilities department/shop 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.

All facilities departments/shops shall follow the established University procedures for inventory control of tools and equipment to ensure compliance with Federal, State and University 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 department's procedures. Employees are expected to immediately report lost, stolen, or damaged tools or equipment. No University owned tool may be replaced without prior approval from the Assistant Vice President (AVP) of Facilities Management or his/her designee.

All University-owned equipment, tools and supplies are to be tagged, inventoried, and disposed of in accordance with the University's policies and procedures.

University-owned equipment, tools and supplies may only be used in the performance of University duties and may not be used for employee personal use. University-owned tools and equipment may not be loaned to or used by contractors, faculty, staff or students without written approval from the Assistant Vice President (AVP) of Facilities Management or his/her designee. 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 up to and including termination.

A University equipment and tools inventory shall be completed quarterly.

Supplies

Supplies (cleaning, maintenance, etc.) and materials purchased for Delaware State University should be used only in the exercise of official responsibilities on behalf of the University. Any personal use of University supplies and materials will be considered theft and may result in corrective action, up to and including dismissal.

All cleaning and maintenance supplies are maintained by the approved supply vendor and shall be kept in storage in the Facilities Management department.