

Care of Tools and Equipment

It is customary for the sections in Utilities to furnish employees tools of sufficient quality and quantity to enable them to perform assigned work. The University has a considerable investment in tools and equipment; hence it is only proper that reasonable care and control be exercised over these items.

The following procedures will be followed with respect to tools or equipment issued to employees:

1. Each tool or set of tools shall bear an identifying number or some means of identification as prescribed by the section head.
2. Each employee shall sign a receipt for tools issued and the supervisor will inventory the tools annually.
3. When a tool is broken or lost, the employee shall request and be issued a replacement tool. The employee will be expected to explain the loss of any tools.
4. Employees will be expected to reimburse the University for any tools or equipment that are either broken or lost through negligence.
5. Tools and equipment that are issued to an employee remain the property of the University. Employees may not use University-owned tools for personal work and are not to remove them from the campus.
6. Shop employees are not to bring personally owned tools to the job site.