

# Facilities Operations Tool and Equipment Management Policy

**Revised:** n/a

**FacOps/PPS No.** 05.01.01

**Issue No.** 2

**Reviewer:** Assistant Director, Facilities Operations

**Effective Date:** 8/1/2016 (ENY)

**Review Date:** 8/20

## **01. POLICY STATEMENT**

01.01 The purpose of this Facilities Operations (FacOps) Policies and Procedures Statement (PPS) is to establish and clarify use, management, distribution, and disposition of tools and equipment within the FacOps trade shops.

## **02. DEFINITIONS:**

02.01 Definitions are contained in UPPS 05.01.01 Texas State University Property and Equipment.

## **03. PROCEDURES FOR:**

03.01 Use of University-Owned Tools and Equipment

- a. University-owned tools and equipment may only be used in the performance of University duties and may not be used for employees' personal use either on or off campus.
- b. University-owned tools and equipment may not be loaned to contractors. Exceptions may be authorized by the Director or Assistant Director, Facilities Operations.
- c. Each individual employee is responsible for appropriate use and reasonable care of University-owned tools and equipment issued to him/her and for accounting for and returning all tools and equipment in accordance with supervisory instructions and the unit's policies and procedures.
- d. Employees are expected to immediately report lost, stolen, or damaged tools or equipment to their immediate supervisor.
- e. Employees must present tool or equipment to shop supervisor for serviceability verification when requesting a replacement.
- f. Employees are not to carry or use personally-owned tools while performing University duties.

- g. Unauthorized use or removal of University-owned tools or equipment from any University property may result in disciplinary action up to and including termination of employment. Exceptions may be authorized by the Director or Assistant Director, Facilities Operations.

### 03.02 Management of Tools and Equipment

- a. FacOps shop supervisors are responsible for establishing tool and equipment tracking procedures to ensure inventory control and accountability for University-owned tools and equipment.
- b. In order to ensure compliance with University and state requirements, the equipment tracking procedures must contain the following components:
  - i. A shop property log used to track the issuance and return of all shop-assigned tools and equipment with an estimated replacement value greater than \$500.
  - ii. A procedure devised by the shop supervisor to account for University-owned tools and equipment assigned to individual employees. Mandatory tracking includes, but is not limited to, electronic and specialty tools and equipment as determined by the shop supervisor.
- c. The FacOps shops are subject to audits to ensure the shop and employee-assigned property is accounted for accurately.
- d. Shop supervisors are responsible for communicating standards to their employees regarding University-owned tool and equipment use, care, and safekeeping.

### 03.03 Disposition of Surplus Property

- a. All items of equipment and consumable supplies purchased with University funds, including through reimbursement, are the property of the University. They may be disposed of only as set forth in UPPS 05.01.02.
- b. Salvaged, broken, or junked equipment and tools are University property. They are not for employees' personal use and may not be removed from the campus. Unauthorized use or removal may result in disciplinary action up to and including termination of employment.
- c. Account managers and University employees are not authorized to directly dispose of surplus property. The account manager will coordinate disposal with the Director of Materials Management.

## **04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

04.01 Major responsibilities for routine assignments associated with this FacOps/PPS include

the following:

Position	Section	Date
Assistant Director for Facilities Operations	Review	August 1 (ENY)

**05. CERTIFICATION OF STATEMENT**

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Assistant Director, Facilities Operations, Reviewer

Director, Facilities Operations

Approved: Brian R. McKay  
Reviewer

Approved: [Signature]  
Director for Facilities Operations