Purpose

The purpose of this procedure is to define the use of University Property for employee use.

Procedure

1. Physical Plant employees are NOT permitted to use tools and/or equipment for personal use or remove tools or equipment from the University’s premises.
   1.1. Exceptions to this procedure may be permitted under special circumstances for reasons that include, but are not limited to, the following categories:
       1.1.1 Public service
       1.1.2 Approved charitable event or purpose
       1.1.3 Emergency
   1.2. All exceptions must be approved by Director or above.
2. University resources should not be used for outside employment, personal benefit or gain, or the benefit or gain for a family member or business associate.
   2.1. This includes all tools, vehicles, buildings, or other resources that belong to the University.
Authorized by:

______________________________________
Scott Storrar
Director, Facilities Planning and Construction

______________________________________
Dieter Otto
Director of Custodial, Grounds, Motor Pool, and Waste Management

______________________________________
Bilal Sarsour
Director of Facilities Maintenance

______________________________________
John Donegan
Chief of Operations