

# EASTERN MICHIGAN UNIVERSITY™

## PHYSICAL PLANT OPERATIONAL & MAINTENANCE ADMINISTRATIVE PROCEDURE

Section	Subject	Effective date	Procedure Number
Administration	Trades Tools	July 16 , 2014	A-34

### Purpose

The purpose of this procedure is to define the use of trades tools for employee use.

The Physical Plant provides tools of sufficient quality and quantity to enable its employees to perform assigned work in a safe, effective, and efficient manner. The University has a considerable investment in tools; hence, it is only proper that reasonable care and control be exercised over these items. This procedure establishes the manner and terms of issuance of tools, the responsibilities of the employee, and the responsibilities of the foreperson/supervisor.

### Procedure

#### General

Employees are not to bring personally owned tools to campus to be used for work on campus.

Tools and equipment that are issued to an employee remain the property of Eastern Michigan University.

All Eastern Michigan trades tools shall remain on the premises and will not be used for personal reasons.

Tools may be recalled at any time.

### **Issuing Tools**

Each tool or set of tools shall bear an identifying number or some means of identification.

Each employee shall sign a receipt for tools issued.

The foreperson/supervisor shall maintain a written record of all issued tools.

The foreperson/supervisor shall inventory the tools annually. Tools found in excess of those issued will be added to the employee's tool record.

If an employee requests an additional tool or specialty item the request must be approved by the employee's immediate foreperson/supervisor. If approved, the foreperson/supervisor will update their tool records when the tools are issued to the employee. The employee must sign a receipt for the additional tool(s).

### **Employee Responsibility**

Tools shall be kept in a clean and well-maintained manner.

Tools shall be used as designed and for their intended purpose.

Tools shall be secured when not in use.

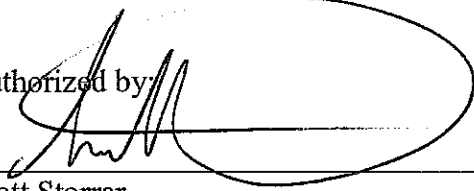
Tools shall be inspected for damage and wear.

Tools found to be broken or worn will be immediately given to the foreperson/supervisor who will have the tool(s) replaced with a comparable tool and update their tool records.

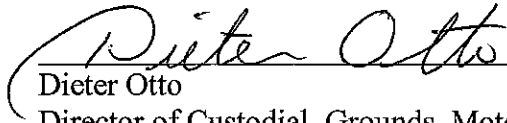
If tools are stolen or lost the employee shall immediately notify their foreperson/supervisor and file a report with the Department of Public Safety.

Employees are responsible for reimbursement of the cost of repair or replacement of a tool that is lost, stolen, or damaged due to negligence, misuse, or carelessness as determined by the employee's foreperson/supervisor upon investigations.

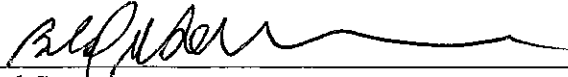
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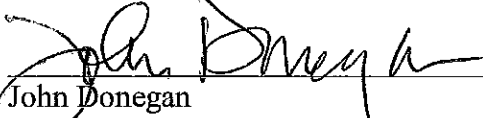
Scott Storrar  
Director, Facilities Planning and Construction



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



Bilal Sarsour  
Director of Facilities Maintenance



John Donegan  
Vice President of Facilities & Operations