**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

# LOAN OF UNIVERSITY/FACILITIES DEPARTMENT EQUIPMENT

# PROCEDURE #F&P- 4800-01

**PURPOSE**

To establish a uniform policy pertaining to the loan of University/Facilities, Planning and Environmental Safety Department [FP&ES] -owned equipment to individuals or groups.

**POLICY**

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| A. | No University/Facilities, Planning and Environmental Safety Department-owned equipment (tools, materials, etc.) is to be issued on a loan basis unless it is signed for by a faculty or staff member who certifies in writing that it is to be used for University business. |
| B. | Students may not borrow such equipment only with the co- signature of a faculty or staff member and certification that it is to be used in a University related function. |
| C. | All loans shall be on a not-to-interfere-with-work basis and with consideration of previous experiences. |
| D. | It shall be the responsibility of the certifying staff or faculty member to establish clearly and state the nature of the relationship of the University business or function being supported by the request. |
| E. | It is also the responsibility of the certifying staff or faculty member to ensure the timely return in serviceable condition of the borrowed equipment. |