

University Facilities

Tool Room Procedure

Effective Date: 07/01/2011

Approved by: Keith Martin

Goal:

The purpose of the Tool Room is to provide specialty tools and equipment to the shops and areas to complete their tasks and projects. All tool room items are available on a first come first serve basis but can be reserved in advance by scheduling with the Tool Room manager.

Signing out/ Returning tools and equipment:

All tools and equipment should be returned clean, undamaged and in the same condition they were issued. Tools and equipment should be returned no later than the end of the work day issued. In situations where they are needed longer, you should seek permission from the Tool Room manager. Failure to return goods in a timely manner could result in individuals not being allowed to sign out items in the future.

Damaged Tools and Equipment:

Any item returned broken or damaged due to abuse, negligence or misuse will be repaired or replaced at the expense of the appropriate shop, area or department.