

## **900.5 Tools and Equipment**

Certain positions within Facilities Management require the employee to furnish their own personal tools and equipment necessary to perform work in an efficient, productive and safe manner. Employees issued supplied tools and equipment must sign an agreement that outlines the expectations and procedures for employee and department supplied tools and equipment. In exchange for employees supplying their own tools, the department will replace worn, damaged and lost or missing tools as stated in the agreement form.

Due to the variety of services provided by Facilities Management, it may be necessary to modify the Tools and Equipment guidelines to meet the specific needs of various work units. The section manager must approve any modifications.

**Form available: Supplied Tools and Equipment Agreement**