

900.6 University Property and Equipment Usage**900.6.a University Property**

All employees should take every step necessary to protect university equipment and property. University equipment and property includes that which is in use, for salvage or for disposal. Misuse, neglect or theft of any equipment or property is strictly prohibited. The use of university property for personal reasons is not permitted. University equipment and property is not to be removed from university premises under any circumstances without prior authorization.

The university maintains property coverage on all university-owned property. This policy does not cover personally-owned property.

900.6.b Facilities Management Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any University equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action.

Facilities Management copiers, faxes, or long distance telephone distance calls are not for personal use.