



## University Facilities Tool Room Procedure

**University Facilities** (UF)  
**Internal Procedure:** H  
**Effective Date:** September 18, 2006  
**Last Modified:**  
**Approved by:** Bob Wells

The main goal for having tools in the Tool room is to provide the various shops, zones and other departments with specialty tools and equipment that are occasionally needed to complete their jobs. It was never intended to provide workers or contractors with tools that are needed on a daily basis by one individual or shop. Items that are used daily, such as 8' ladders, power drills, drop cords etc. should be purchased by the shop, zone or department and stored locally.

The tools checked out from the Tool room should be returned as soon as possible, normally not exceeding 3 working days. If you need the tools longer than the 3 days, you should ask the Tool room operator for permission to keep the tools the additional days needed. Our records show that many of our tools and equipment have been checked out for a long time, in some cases for many months. I am asking that the Tools be returned, or arrangements made with Tool room operator. If the tools can't be located or returned, the shop, zone or department will be charged to replace them.