PROCEDURES FOR EQUIPMENT INVENTORY & ACCOUNTABILITY

PURPOSE
To establish accountability procedures for equipment inventory in the Plant Operations and Maintenance (PO&M) department.

BACKGROUND
Since the level of accountability from a Property Records department standpoint changed from $500 to $1,000 and the department has a lot of equipment valued below the existing level it was necessary to develop internal procedures to account for the property.

DIFFERENCE
The procedures described herein are applicable to all employees of FAMU PO&M department. Our intent is to develop and implement a Standard Operating Procedures (S.O.P.) that we can utilize without rewriting the existing regulations. This S.O.P. will address only those procedures that are not addressed or conducted differently from the procedures directed in current University regulations and policies.

DEFINITIONS
Director is the person responsible for all property assigned/attached to the Plant Operations and Maintenance department.

Sub-Hand Receipt Holder (SHRH) is appointed by the Director to be accountable for property assigned/attached to their section and is the Assistant Director of the respective section.

Sub-Hand Receipt is a form utilized to assign/attach equipment to a section or individual who will be responsible for equipment assigned.

PROCEDURE

1. The Director or his designee will conduct a complete inventory of all property in the Plant Operations and Maintenance department that is less than $1,000.
2. The Director will issue a Sub-Hand Receipt to the appropriate Assistant Director.
3. The Assistant Director will be responsible for exercising supervision over the property assigned, maintaining inventory files, monitoring staff equipment issues and turn-in, scheduling and monitoring maintenance of all equipment, vehicles, fuel cards, requesting and receiving all supplies and equipment, following procedures for recovery of all equipment from employees departing employment, equipment disposal, and reporting losses.
4. The Assistant Director will issue a Sub-Hand Receipt to the designated employees under their supervision who will be responsible for ensuring that all property assigned/attached under their control is safeguarded, cared for, and accounted for at all times.
5. It is the responsibility of every supervisor to ensure that PO&M property is safeguarded and maintained. Supervisors can be held peculiarly liable for the loss/damaged/stolen University property whether they sign a hand receipt or not, if they fail to comply with University policies.
6. The sensitive item inventory will be conducted monthly by a supervisor and verified by the Assistant Director. The Assistant Directors will maintain the roster of the individuals designated to conduct the inventory. Items to be inventoried include sensitive items, items required by PO&M, and the university.
7. A 100% inventory of all PO&M property will be conducted during the Fall and Spring semesters for the purpose of reconciling PO&M records to current University records. Assistant Directors are responsible for conducting this inventory. A 100% inventory of all property will also be conducted upon change of SHRH, Property Book Officer, and/or Assistant Director.

8. Each Assistant Director will implement a preventive maintenance program for all equipment. Twenty-five percent of equipment will be inspected and/or repaired quarterly, resulting in a 100% annual inspection and/or repair of equipment yearly. Assistant Directors will coordinate with the University Property Book Officer to dispose of un-repairable/unserviceable equipment. Assistant Directors can also request authorization to cannibalize equipment. (See Appendix A)

9. Each Assistant Director will maintain an Excel spreadsheet log on all equipment issued. (See example spreadsheet attached)
UNIFORMS

PURPOSE
This procedure defines the process for the management of employee uniforms.

BACKGROUND

DEFINITIONS
Employee number refers to the MAXIMO number assigned to new employees.

Permanent employees are issued eleven (11) sets of uniforms, which consist of pants and shirts.

OPS employees are issued three (3) vests.

PROCEDURES

New/Promoted/Transferred Employees

11. Human Resources will notify warehouse staff when a new employee is hired or current employee is promoted or transferred.
12. Employee will go by the POM Warehouse to be measured for uniforms.
13. Warehouse staff will submit the necessary information to the contracted uniform vendor, which includes measurements, employee number, uniform color, trade/shop name and employee first initial and last name.
14. Contracted uniform vendor will deliver uniforms for employee to the POM Warehouse.
15. Warehouse staff will complete paperwork to issue uniforms to employee.
16. Employee will receive uniforms and sign necessary paperwork indicating the same.
17. Employee will be responsible for turning in uniforms to be laundered (does not include vest) Monday of each week and reporting any concerns regarding uniforms.
18. Warehouse staff will record the number of uniforms turned in and give to contracted uniform vendor Monday of each week.
19. Contracted uniform vendor will launder uniforms weekly and return one set and pick up another set the following Monday.
20. Employee will retrieve laundered uniforms from POM Warehouse each Monday.

Terminating Employees

6. Human Resources will notify warehouse staff when an employee is terminating from the department.
7. Employee will return all uniforms to the POM warehouse.
8. Warehouse staff will verify that all uniforms have been returned and prepare necessary paperwork indicating the same and submit this to the Human Resources staff.
9. Human Resources will complete clearance form verifying that employee has returned uniforms.
10. If all uniforms have not been returned employee will be responsible for reimbursement.

OPS Employees

1. The Plant Operations and Maintenance Department purchased vest for its OPS and contract labor employees.
2. The vests are to be worn by the employees while working on campus.
3. The Plant Operations and Maintenance Warehouse Manager will sign out the vest to the Supervisors/Coordinators of the department.
4. The Supervisor/Coordinator will be responsible for ensuring that the vest are signed out to the OPS and contract labor employees.
5. The Supervisors/Coordinators are responsible for ensuring that the contract labor employees turn-in their vest prior to signing off on the employee time sheet.
6. OPS employees are responsible for the laundering of their vest. The vests should be washed and neatly pressed.
7. The Supervisors/Coordinators will be responsible for ensuring the turn-in of soiled contract labor assigned vest to the Plant Operations and Maintenance warehouse. The vests should be turned in by 9:00 on Monday morning or 9:00 on Friday morning in the case of a Monday holiday.