



EQUIPMENT ISSUED TO SCHOOLS PROCEDURE (MNT-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for the issue of equipment loaned to schools by the Maintenance Department.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Building Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Equipment/Material Issue Form (MNT-F003), referred to as “form” throughout the procedure.

5.0 PROCEDURE:

- 5.1 School personnel determines a need for equipment.
- 5.2 School representative contacts the Maintenance Manager/Designee to request use of maintenance equipment.
- 5.3 Maintenance Manager/Designee determines if equipment is in stock. If equipment is not in stock, this is the end of the procedure.
- 5.4 Maintenance Manager/Designee determines if requester is qualified to operate equipment. If requestor is not qualified, this is the end of the procedure.
- 5.5 School representative will sign form in duplicate assuming responsibility for equipment.
 - 5.5.1 Copy of form is provided to school representative.
 - 5.5.2 Maintenance Supply Coordinator maintains original copy of form until equipment is returned.
- 5.6 When equipment use is complete, school will return equipment and signed copy of form will be returned to school representative.
- 5.7 If equipment is returned damaged, the school is responsible for all equipment repairs or equipment replacement expenses.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Equipment/Material Issue form (MNT-F003)

7.0 REVISION HISTORY:



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/12/03	IR	Initial Release
2/23/15	A	Update logo and formatting
9/20/19	B	2.1 Added "Building"; 5.2 Added "Building"; 5.3 Added "Building"; 5.4 Added "Building"; 5.5.2 Changed "Parts Clerk" to Supply Coordinator"; 9.1 Flowchart updated to reflect revisions.
9/9/22	C	Added "5.7 If equipment is returned damaged, the school is responsible for all equipment repairs or equipment replacement expenses."

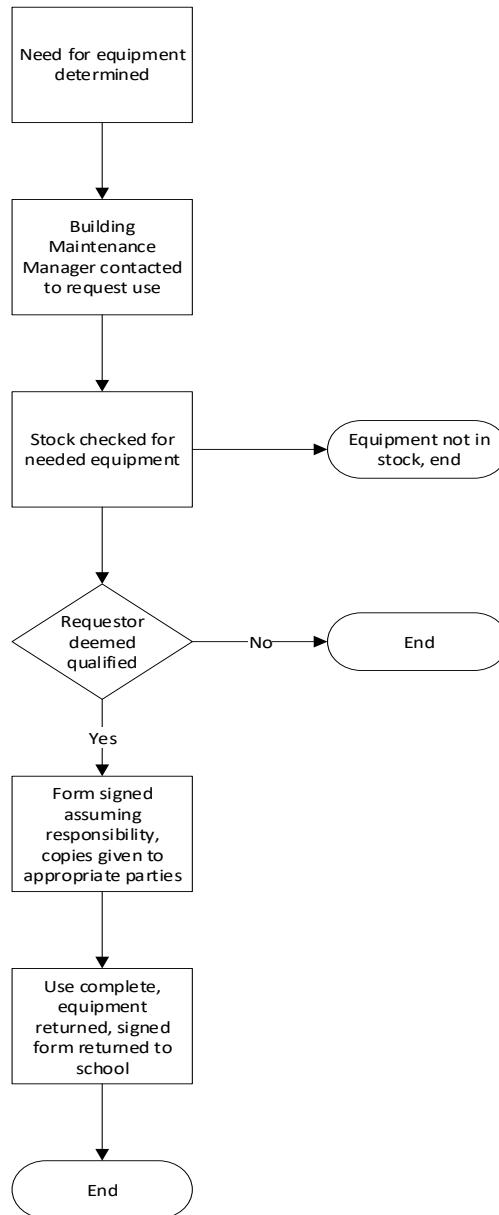
8.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



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***** End of Procedure *****