
EQUIPMENT ISSUED TO SCHOOLS PROCEDURE (MNT-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

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

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

2.0 RESPONSIBILITY:

- 2.1 Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

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

5.0 PROCEDURE:

- 5.1 School personnel determine need for equipment.
- 5.2 School representative contacts 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 parts clerk 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.

6.0 ASSOCIATED DOCUMENTS:

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

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/12/03		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

