

MEMO: Equipment Policy

February 8, 2006

To best keep track and to prevent misuse of Holiday Lake 4-H Educational Center's property particularly smaller tools, equipment, and utensils, a new policy will go into effect immediately for the employees of the 4-H Center. This memo should be added to your employee handbook.

Equipment Policy

To best maintain Holiday Lake 4-H Educational Center's property, there is a process for tracking equipment use. In the kitchen, maintenance shop, dining hall basement and the office (for AV equipment) there is a sign out process. The sign-out sheets can be found in the location where equipment is stored. When an employee is utilizing equipment that he or she is not directly responsible for (i.e.: a maintenance person is responsible for maintenance equipment) the employee is to sign out the equipment or perishable item (including kitchen utensils when not used in the dining hall, dispensable products from the basement, motor oil, etc.). Once the property has been used it should ***immediately*** be returned to its proper storage area, any damage or replenishment needs should be reported to the department head.

It is the duty of the department head to account for the items that are used by other employees of the 4-H Center. If the department head finds that 4-H Center property is being used without the sign-out procedure or if the property is being misused, the discrepancy should be reported to the Center Director.

Any failure to adhere to this policy will result in disciplinary action.