

## **Facilities Management Department Policy Statement #8**

### **Accountability of Equipment**

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- 1. Purpose:** To provide guidance for the stewardship of equipment and supplies controlled by the Facilities Management Department. Equipment and supplies utilized by Facilities Management are purchased with State funds provided by the taxpayers of North Carolina. All employees of the Department have a responsibility to safeguard these materials and to use them efficiently and effectively. Directors, managers, and supervisors have an added responsibility to insure accountability for equipment and supplies under their charge.
  
- 2. Responsibility:**
  - A. Positive Control**
    - i. First line supervisors will sign for all equipment assigned to their zone or section.
    - ii. The supervisors are responsible for maintaining control of all equipment assigned.
    - iii. Supervisors will develop procedures to make sure equipment is safeguarded.
  
  - B. Equipment Inventories**
    - i. Equipment is defined as all non-expendable machines, tools, and vehicles utilized in the daily operations of the Department. This includes all hand tools, service vehicles, keys, fixed tools, etc. This excludes computers, related equipment, and software.
    - ii. Supervisors will conduct a quarterly inventory of 100% of all equipment assigned to their zone or section. Supervisors will provide written documentation of the result of their quarterly inventory to their manager.
    - iii. Losses or missing equipment will be reported immediately to the manager of the section.
    - iv. Losses will be investigated and the reason for the loss documented in a written memorandum from the supervisor or manager at the time the loss is discovered.
  
  - C. IT Equipment**
    - i. The Director of Facilities Information Systems will maintain accountability for all software, desktop computers, and related equipment within Facilities Management.
    - ii. Facilities Management units are responsible for mobile IT equipment assigned to their unit. Mobile IT devices include but are not limited to laptops, Smart Phones, and EDAs. Supervisors must maintain a record of each item including the name of the employee to whom the equipment is assigned.
    - iii. Losses or missing equipment will be reported immediately to the Associate Vice Chancellor for Facilities Management.

Philip Jones  
Associate Vice Chancellor  
Facilities Management