PURPOSE

This University of Nevada, Reno Facilities Maintenance Services, (FMS), Standard Operating Procedures (SOP) provides guidance to FMS employees for use, care, safekeeping, disposing, purchasing, and inventory control of University tools and equipment. The procedure becomes a formal method of strengthening controls, safeguarding tools and equipment for the most vulnerable items to theft and loss by identifying inventory units, assigning responsibility, verification, and documenting loss.

SCOPE

The guidance in this SOP applies to all FMS employees who use or are designated responsible for purchasing and tracking shop tools.

DEFINITIONS

*Disposable Tools*: Tools designed for or capable of being disposed after use. Examples include paintbrushes, gloves, drill bits, dust masks.

*Hand Tools*: Hand tools are non-powered. They include anything from hammers, axes, plier’s wrenches etc…

*Power Tools*: A power tool is a tool that is actuated by an additional power source and mechanism other than the solely manual labor used with hand tools.

*Electric Tools*: A portable power tool that is driven by an electric motor and that is used for the machining of materials. An electric power tool usually consists of a housing and an electric
motor, the rotor of which is connected to a spindle or mandrel by means of a sleeve or a reduction gear.

*Shop Equipment:* Tangible property (other than land or buildings) that is used in the operations of business. Examples include machines, harnesses, table saw, grinders, electrical safety poles, pipe benders, threading machines, etc…

*Tool Inventory Sheet:* A detailed itemized list, report, or record of shops tools or equipment.

*TMA:* Computerized Maintenance Management system used to store tool inventory data for safekeeping

**GENERAL**

It is the intent of FMS to provide guidance to employees and supervisors on managing tool inventory. An inventory of tools and equipment will be maintained and updated on an annual basis. These inventories include; hand tools, power tools, pneumatic and hydraulic tools and equipment, measuring and testing equipment, portable generators, compressors, electric and electronic tools and equipment, television, video and camera equipment. The purpose of inventory control is to track each tool that is issued to an individual technician, assigned to a trade shop or vehicle. Tools that are purchased shall be entered into TMA. Tool inventories for each shop and individual technician will be kept in TMA and inventoried annually.

**RESPONSIBILITY**

It is the responsibility of each department head, or designee, to conduct and document an accurate annual inventory of all appropriate tools and equipment. This includes maintaining an inventory list or file by employee, vehicle, location or appropriate identifiable storage area. Directors, Assistant Directors and Managers will be responsible for accuracy and timely submittal of inventory reports to the Assistant Director, Maintenance Support Services.

**PROCEDURE**

- Personnel whose positions require tool and equipment assignment, will complete a “Tool and Equipment Inventory Form” for all tools and equipment maintained within the vehicle or storage area for which the individual is responsible. No additional stock shall be maintained in the vehicles other than appropriate personal gear and temporary materials or equipment to be utilized for a specific job or project.
- The completion and retention of the Inventory Forms will be standardized wherever possible so that inventory can be readily assessed and accessed by all appropriate or authorized users.
- The Senior Director, Facilities Maintenance Services will assign Directors, Assistant Directors and Managers the responsibility to review and approve the completed forms for
any changes to the type/quantities of the inventoried items for all employees assigned University tools and equipment.

- All FMS personnel assigned or utilizing University tools and equipment are responsible for monitoring and assuring the safe and proper use of the University tools and equipment assigned to them on an on-going basis. Account for all lost, stolen, or damaged equipment by immediately reporting to their supervisor for replacement.

- Shop Supervisors and/or FMS employees will submit to their Director, Assistant Director or Manager a University “Lost, Stolen, or Damaged Tool Equipment Report” prior to requisitioning for replacement of tools or equipment with a value over $100. Worn or damaged items will be sent to FMS Central Stores for replacement. (The exception is lost or damaged computer equipment, which should also be communicated to the FMS Administrative Assistant.)

- The shop supervisor and an assigned Director, Assistant Director or Manager will conduct an annual physical inventory. Employees must also conduct a physical inventory when assigned a new position or area of responsibility. A physical inventory requires that all tools and equipment be counted, verified, and any changes are noted on the Inventory Forms.

- When completed the tool inventory forms should be signed and submitted to the Director, Assistant Director or Manager and Senior Director (if applicable) for review and signature.

- The Director, Assistant Director and Manager will submit the approved Inventory Forms to the Assistant Director for Maintenance Support Services within 30 days of the annual inventory completion date. An informational copy should be sent to the Senior Director.

- Maintenance Support Services is responsible for retaining the most current forms.

- Maintenance Support Services will provide a copy of the forms to all applicable departments no later than January 1st. The forms will also be available upon request, if needed. A copy of the form should be retained in the vehicles or storage areas.

- Directors, Assistant Directors, Managers and/or Supervisors shall maintain copies of the forms for a minimum of seven years. After this period, department may dispose of the inventory records, at their discretion. Maintenance Support Services will retain the original forms for a period of seven years.

- A new inventory form should be completed whenever there is a change in responsibility for the inventory related to a specific vehicle or storage area. The updated form should be reviewed, approved, and forwarded to Maintenance Support Services with a copy sent to the Director, Assistant Director or Manager for the applicable department.

- Upon termination of employment, all University tools and equipment will also be accounted for and returned to the supervisor prior to separating from the University.

IMPLEMENTATION

The Senior Director for Facilities Maintenance Services is responsible for the implementation of this SOP within respective area(s) of responsibility.

TRAINING
All FMS staff shall receive training on this SOP within 60 days of employment. Supervisors will ensure regular review and compliance with the SOP.

**COMPLIANCE**

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.