

Policy:

Provide employees with tools necessary to perform required tasks, and manage the tool inventory to reduce replacement cost due to lost or stolen tools.

Prevailing Codes and Standards:

Physical Plant Policy

Procedure:

I. **GENERAL:**

- A. Personal tools are not allowed on LSUHSC premises.
- B. All LSUHSC tools shall remain on the premises and not be used for personal reasons.
- C. Tools may be recalled at any time.
- D. Tools are to be cleaned as needed and visually inspected for damage.
- E. A broken tool returned to tool room is replaced with a comparable tool.

II. **ISSUING TOOLS:**

- A. Requests for tools are submitted on a please order prepared by the supervisor and turned in to Maintenance Control.
- B. Maintenance Control will order tools not in stock and contact the supervisor when tools are delivered.
- C. Disposable items such as batteries and utility knife blades do not require a please order and can be picked up by maintenance staff employees.

III. **EMPLOYEE RESPONSIBILITY:**

- A. The individual who last signed for the tool is responsible for it's maintenance and care.
- B. Shop tools are the responsibility of the supervisor.
- C. If tools are stolen or lost, an immediate report will be made to the University Police.
- D. When an employee terminates or when tools are no longer required, employee will return the tools to the supervisor.