

# FACILITIES & PLANNING SERVICES (F&PS)

Tool / Equipment Borrowing Procedure (non-F&PS Staff/Faculty)

Effective Date: 03/15/2016

**Revision Date: 03/29/2018**



**Purpose:** To ensure that all *CBU Faculty/Staff* use hand tools, portable power tools and equipment properly, safely, and in accordance with all manufacturers' guidelines.

## Procedure:

1. All CBU Staff (including Student Workers) & Faculty must be 18 years or over to borrow tools/equipment from F&PS.
2. F&PS staff are available to assist in explaining operation of tools/equipment. However, by taking possession of any item, the borrower is certifying that they are capable of using that item in a safe and proper manner.
3. Tools/equipment may be borrowed from the F&PS front desk during normal business hours (M-F, 8am – 5pm, except CBU holidays), and **must be returned to F&PS by 9am the following business day.**
4. If tools/equipment are consistently returned after the due date, the borrower may have borrowing permissions revoked.
5. Tools/equipment are available on a first-come, first-serve basis, depending on availability and the need of F&PS technicians/staff to use the tools/equipment.
6. The borrower agrees that F&PS is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools/equipment.
7. The borrower agrees that if any borrowed tools/equipment becomes unsafe or in a state of disrepair, they must immediately discontinue the use of the tools/equipment and notify F&PS of the unfavorable condition upon return, if not earlier.
8. All tools/equipment are to be returned in the same condition as they were issued, barring normal wear and tear. All tools/equipment must be returned clean. The borrower agrees to pay for the loss of/damage to any item, agrees to accept F&PS's assessment of condition of items, and further agrees to F&PS's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or in total. The restitution amount could equal the full replacement cost of the item.
9. F&PS reserves the right to refuse the loan of any item at its discretion.

By signing below, I acknowledge that I understand the hazards associated with using power tools and equipment and **agree to abide by the above policy and to use the tools/equipment borrowed in a safe and proper manner.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date