

# FACILITIES & PLANNING SERVICES (F&PS)

## Tool Borrowing Procedure (Hand/Power Tools/ Equipment)

Effective Date: 03/15/2016

Revision Date: 12/02/2019



**Purpose:** To ensure that all *CBU Faculty/Staff* check out hand tools, portable power tools and equipment properly, and use them in a safe manner, 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 how to safely operate 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), 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 priority need of F&PS 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.

**Any procedure other than this will not be honored.**

**Questions? Call F&PS @ x4360**