

EQUIPMENT MANAGER RESPONSIBILITY STATEMENT

As an Equipment Manager, I am responsible for the following:

- Ensuring that all equipment is used for approved University purpose and not for personal gain.
- Exercising “reasonable care” for equipment safekeeping. The term “reasonable care” means that steps have been taken to maintain the upkeep of any asset in an acceptable manner, to ensure the security of any asset, to ensure that any asset can be located at any time requested, and to ensure that the person responsible for the asset is known.
- Ensuring equipment is in good working condition or equipment maintenance needs are met.
- Ensuring equipment is assigned/used by a responsible person who has been made aware of his/her respective responsibilities for property and is properly trained in its use and pertinent safety issues.
- Ensuring equipment is accessible at all times for audit purposes.
- Reporting missing or stolen property to the Property Office and Department Head within 24 hours of discovery.
- Informing the Property Office of site/building/room location changes for equipment.
- Coordinating with the Property office for proper removal of equipment (to Property Warehouse, etc.)
- Informing the Property Office of changes in custodian and/or end user.

I certify that I have received information in regards to each of the responsibilities listed above and understand what is expected of me as an Equipment Custodian for my department.

Name (Typed)

Department

SAM ID#

Orgn Number

Title

Email

X_____
Signature

Date Signed

X_____
Signature of Department Head

Date Signed

PLEASE SEND ORIGINAL FORM TO PROPERTY OFFICE.
RETAIN A COPY FOR YOUR OFFICE.