

FACILITIES SERVICES STANDARD PRACTICE	
TITLE: ECU TOOLS AND EQUIPMENT	INSTRUCTION NUMBER: 51-0023

I. GENERAL

- A. Facilities Services is a service-oriented department providing support as requested to academics, athletics, medical, auxiliaries, etc. on ECU campuses. Facilities Services departments provide their own tools and equipment to best perform duties requested.
- B. Tools and equipment for purpose of this standard practice are of a value \$500 or greater but less than \$5,000 and subject to potential theft with marketable value. Tools and equipment of a value \$5,000 or greater are tracked in the ECU Fixed Asset Inventory System.
- C. Tools and equipment tracked will generally be shop specific/assigned managed by the shop supervisor and tracked annually for verification.
- D. Employee assigned tools will generally be power or battery operated, such as, skill saw, precision drill, etc. but can be non-powered, such as gauge, etc. as well as small hand tools such as hammer, etc. with value of \$100 or greater but less than \$500. Employee assigned tools and equipment with value of \$100 or greater but less than \$500 will be identified/logged with initial issuance but not verified annually.
- E. Tools and equipment are the property of ECU (the State of North Carolina) and must remain on ECU property. Tools and equipment should be utilized solely for official University business (no personal use). Facilities Services does not loan tools and equipment to other ECU departments, contractors/vendors, ECU students, faculty, or staff.
- F. Facilities Services has various equipment and devices assigned to employees for purpose of performing their duties include but not limited to computers, iPads, two-way radios, uniforms, etc. These items are tracked and verified separately and documented in conjunction with Employee Property Assignment Checklist during On-Boarding Process.

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II. RESPONSIBILITIES

- A. Shop assigned tools and equipment will be maintained by the shop supervisor in conjunction with the Assistant Director managing the shop. Purchase of shop tools and equipment with value of \$500 or greater but less than \$5,000 by the shop supervisor requires the approval of the Assistant Director. Shop supervisor will maintain a log of shop tools and equipment available for ECU employee for specific/occasional work task by using shop check-out process. Shop tools and equipment will be procured preferably through ECU PORT system but can be Pro-Card purchase.

- B. Employee assigned tools and equipment will be assigned by the shop supervisor to the employee to perform associated work tasks. Purchase of tools and equipment for employees require the approval of the shop supervisor. Shop supervisor will maintain a log of tools and equipment assigned to an employee with value of \$100 or greater but less than \$500 as part of the Employee Property Assignment Checklist during On-Boarding Process and updated accordingly with new assignments. Employee tools and equipment will be procured preferably through ECU PORT system but can be Pro-Card purchase. These tools and equipment generally would be used on a daily, weekly, monthly, etc. basis.

- C. Shop assigned tools and equipment that no longer work properly (worn-out, damaged, broken, etc.) are to be reported and returned to the Assistant Director for inspection and replacement approval. It is the supervisor's responsibility to report immediately any tools or equipment not working properly.

- D. Employees assigned tools and equipment that no longer work properly (worn-out, damaged, broken, etc.) are to be reported and returned to the shop supervisor for inspection and replacement as needed. It is the employee's responsibility to report immediately any tools or equipment not working properly.

- E. Employee assigned tools and equipment should be locked and/or secured by the employee via appropriate means per FSSP 100-0071.

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III. AUDITS

- A. Facilities Services will perform Audit (check and verification) of shop tools and equipment with value of \$500 or greater but less than \$5,000. Scheduled Audits will be performed annually (September) as set-up in AiM via PM Template. Audits to be completed within three (3) weeks of work order generated for documentation purpose. AiM will be the system of record. Audit notification to be sent to the supervisor for action to perform task. Any missing tools and equipment are to be reported to Assistant Director or Director. Failure of not maintaining possession of tools and equipment can lead to disciplinary measures such as verbal coaching, written coaching letter, written warning letter, etc. as appropriate.

- B. Employees separating from ECU will turn in their tools and equipment as part of their Exit (Transfer, Retire, Dismissal, Resignation) Process. Employees that cannot account for their assigned tools and equipment with value of \$100 or greater but less than \$500 at separation will be held liable for fair market value of tool or equipment as determined by Facilities Services management. Employees changing shop within Facilities Services will turn their assigned tools in to their shop supervisor and receive new issue from their new shop supervisor as appropriate.

IV. ASSIGNMENTS

- A. Shop supervisor will prepare shop tools and equipment inventory lists to be approved by Assistant Director. Tools and equipment with value of \$500 or greater but less than \$5,000 may vary by shop; therefore, itemized lists will be developed for the following shops: Carpentry (MC), Roofing (MC), Paint (MC), Mason (MC), Electrical (MC), Life Safety (MC), HVAC (MC), Controls (MC), Plumbing (MC), Steam Plant (MC), Buildings (HSC), Electrical (HSC), Plumbing (HSC), HVAC (HSC), Controls (HSC), Water Clean-up (HSC), Confined Space (HSC). Completed shop inventory lists indicating stored location and value will be kept for record by department; shop inventory lists will be incorporated with PM Audit for record. Check-out log for shop tools and equipment will be maintained by the shop supervisor.

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B. Shop supervisor will prepare employee tools and equipment lists to be approved by Assistant Director. Tools and equipment with value of \$100 or greater but less than \$500 may vary by employee; therefore, itemized lists will be developed for the trade employees in the following shops:

Main Campus: Carpentry, Roofing, Painting, Masonry, Locksmith, Electrical PD, Electrical, Fire Alarm Tech, Life Safety Tech, Life Safety Mech, HVAC Tech, HVAC Mech, Maint Mech, Controls II, Controls I, Plumbing, Steam Distribution

Health Sciences Campus: Buildings Carpentry/Painter, Buildings Locksmith, Electrician PD, Electrician, Electrical/Fire alarm, HVAC Tech, HVAC Mech, Controls II, Controls I

Completed employee tool and equipment inventory lists are to be maintained in employee files for record by department and used with employee Exit (Transfer, Retire, Dismissal, Resignation) Process from (Facilities Services) shop.

- C. Grounds Services employees are not assigned tools or equipment that will require tracking. Grounds Services has a daily tool/equipment check-out process for employee/crew tasks with return at the end of the day. Any equipment not accounted for will be reported to management for action.
- D. Housekeeping Services shop tools and equipment are provided under contracted service by Housekeeping Services Management vendor and are not ECU (the State of North Carolina) property and do not require tracking by ECU.

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