


Policy Name:	LOCATION OF COLLEGE EQUIPMENT AND ASSETS	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	June 12, 2003	
Next Scheduled Renewal Date:		
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facilities	
Policy Number:	FAC-004	

## LOCATION OF COLLEGE EQUIPMENT AND ASSETS POLICY

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to provide guidelines for the location of College equipment and assets to best meet the needs of the College Community.

### 2.00 DEFINITIONS

- 2.1 None

### 3.00 SCOPE

- 3.1 To promote effective use of College equipment and assets for authorized College business, the College recognizes that scarce resources must be shared throughout the College, where possible and where this is not possible, it is incumbent on College Management to determine where equipment should be situated to meet the objectives of the College.

### 4.00 AUTHORITY

- 4.1 College Management shall have the authority and responsibility for determining where equipment and assets are situated and when equipment may be moved between course sites given course schedules, requirements for equipment, and other factors.
- 4.2 College supplies and equipment are the property of the College, not of individuals, individual programs, or campuses. Therefore, the resources of the College must be used in meeting the goals and objectives of the College, as a whole.
- 4.3 Laboratories and classrooms shall, as far as possible, meet a basic standard for instructional supplies and equipment.
- a) Where costly, specialized equipment is required for individual courses, every reasonable attempt will be made to schedule course delivery so that equipment can be moved between course sites.

### 5.00 PROCESS

- 5.1 This process is not intended to supersede any arrangements that are presently in place for the scheduling and signing of equipment such as computers with projectors, VCR's

and other audio-visual equipment. Where there is presently a demonstrable process in place, this should be continued.

- 5.2 Where a process does not exist for sharing equipment or in situations where the same College asset is required by two programs or two campuses at the same time, the requestors of the particular asset will submit a request to the applicable Dean stating:
  - b) the equipment they need
  - c) the purpose for its use
  - d) where they require the equipment
  - e) a budget code for any expenses incurred in moving the equipment
  - f) when they need the equipment
  - g) the length of time they require the equipment.
- 5.3 The Dean will approve or deny the request based on availability and other priorities for the equipment.
  - a) If the request is approved, the Dean will then forward a copy to the Campus or Department where the equipment is presently housed and to the requestor.
  - b) The present holder of the equipment will then be responsible for liaising with the requestor and other appropriate College staff (ICS, mailroom, warehouse, etc.) to ensure the equipment arrives at the appropriate place and time.
  - c) In addition, where necessary, the present holder of the equipment will provide instructions listing:
    - i. proper handling during transportation
    - ii. operation of the equipment
    - iii. who to contact in case of difficulty.
  - d) The requestor will accept responsibility for:
    - i. the use and care of the equipment
    - ii. arranging the transportation of the equipment or asset to the next site in ample time for its use in course delivery.
- 5.4 As the College is self-insured (participates in the [University, College, and Institute Protection Program](#)), theft or damage to equipment, property, or information costs the College \$3,000 minimum for each incident. Added to this is the down-time experienced by students and staff.
- 5.5 All employees have a responsibility to protect the College's assets and to encourage students to respect equipment. This is increasingly important when moving equipment between locations.

## 6.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

### 6.1 [University, College, and Institute Protection Program](#)

7.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created	June 12, 2003		President's Council