

UND Facilities Management Tool Standard Operational Procedure

Date: 1/22/2020

All tools required by any **UND Facilities Management Personnel** will be supplied by Facilities Management, Tool Room. Specialty hand and power tools will be engraved with the provided UND Property Tag # and vehicle ID # and placed in the van tool box in WASPS. All tool requests will be filed by individual and crew department. An automated van tool box inventory will be created for each van for all accountability. The employee is responsible for the safekeeping of all tools assigned to their van. Failure to report lost or missing tools in a timely manner may result in disciplinary action and possibly billed for tool replacement costs.

Tool Requests:

Tools requirements will be determined by the Trade Supervisor according to the needs of the trade. All Tool Request Forms will follow the Facilities Signature Authorization Approval and Purchasing Level requirements based on the total cost of the tool request prior to being submitted to the tool room.

1. The Tool Request Form will be filled out by Individual requesting the tool.
2. The Trade Supervisor will sign, forward for next approval if needed, and verify it has been turned into the Tool Room with all required documentation for the purchase.
3. All tools will be tagged and put on the Minor Inventory List.
4. Tool requests must be submitted to the Tool Room Technician for new, lost/missing, unusable, and replacements. **Do not** create a PRQ or shopping cart for tools and **do not** purchase tool(s) required to perform work against a Request ID. **All replacement tools** regardless of loss or breakage will require a Tool Request Form filled out and turned into the Tool Room for replacement and accountability.

Lost or Missing Tools:

1. A lost or missing tool should be reported to supervisor immediately and a tool request sheet completed to have a new too purchased, using the above tool request guidelines.
2. Lost tool request sheet(s) will be used to update Facilities Equipment List and filed during annual inventory for audit purposes. Tools found missing or broken during the Annual inventory will require a Surplus Form submitted to document the loss and if a replacement is needed a tool request form as well.

Tool Inventories:

1. New employee assigned to a trade: He/she will complete an initial inventory of the tools assigned to them with the Tool Room Technician.
2. All tools will be inventoried every 2 years after initial inventory by the individual and Trade Supervisor. Inventory will be completed using the automated process and once completed, Tool Technician will print a copy to be signed by individual and Trade Supervisor and returned to the Tool Room Technician.
3. Employee retires or leaves employment: A departure inventory will be completed by the individual and Tool Room Technician at least 1 week prior to last day of work. If employees last day is immediate, the inventory will be conducted with the Trade Supervisor. Any missing or need to be replaced tolls will be identified at that time and provided to management.