

Facilities Management Operating Policies and Procedures Manual

Effective Date: 10-21-2009

Policy Number: 04-50-005 R1

Section: Facilities and Services

Subject: Tool Room and Rolling Stock/Heavy Equipment Policy

Purpose:

The intent of this policy is to provide staff with a clear understanding of the definitions, the distribution of, the safe use of and the processes for the acquisition of work related equipment/tools.

Assignment of Equipment/Tools:

Supervisors assign tools based upon work unit needs as follows:

1. Individual Assignment

Tools are assigned permanently to an individual (per FMOP 04-50-002 Truck/Shop Stock) based on the frequency of use or specialty tools used for trade specific tasks. Individuals are responsible and accountable for the care and security of tools assigned to them. Loaning tools is at the discretion of the assignee.

2. Departmental Assignment

Equipment/tools may be assigned to departments or departmental teams in which a supervisor is assigning and controlling work flow. Equipment/tools that are departmentally assigned and used frequently will be secured within each department for check out and dispersal by Departmental Supervisors/Team Leaders. Some examples are as follows:

- Pipe Locator
- Sawzall
- Hammer Drill
- Weed Eater

- Screw Gun
- Custodial Cart
- Circuit Seeker

Departmentally assigned equipment/tools that are used less frequently and/or are too large for departmental storage will be secured in the Tool Room in an area allocated to that department and will be accessible via card access at the interior door of the Tool Room only by Departmental Supervisors/Team Leaders for check out and by Motor Pool staff members for inventory. The Tool Room is located at the south end of the Skilled Trades wing. These items will be checked out and dispersed by a Departmental Supervisor/Team Leader. Some examples are as follows:

- Refrigerant Recovery Unit
- Plumbers Snake
- Portable Air Conditioner
- Snow Blower
- Texture Sprayer

3. Broad-Use Equipment/Tools

Equipment/tools utilized by multiple departments for varying tasks. Broad-Use equipment/tools are to be stored in the Tool Room in areas designated as such. They will be accessible via card access at the interior door of the Tool Room only by Departmental Supervisors/Team Leaders for check out and by Motor Pool staff members for inventory and service. Some examples are as follows:

- Generator
- Concrete Saw
- Air Compressor
- Cutout Tool
- Scaffolding
- Shop Fan
- Power Washer

Inventory of Broad-Use equipment/tools will be monitored by a Motor Pool staff member to ensure the timely return of items checked out. The Motor Pool Administrative Specialist will undertake the role of Tool Room Administrator, tracking the frequency of use of Broad-Use equipment/tools by department and total use for possible increases and/or deletions of Tool Room inventory. Sign out sheets will be filled out inclusive of the following:

- Supervisor's printed name

- Time of checkout
- Estimated time of return
- Name/Item number of item being checked out

4. Stationary Shop Equipment/Tools

Stationary shop equipment/tools are used by multiple staff members for trade specific tasks. Employees must complete tool training and certification prior to use. Some examples are as follows:

- Welder
- Table Saw
- Jointer
- Recycling Bailer

5. Rolling Stock/Heavy Equipment Assignment

Heavy equipment, power, and other specialized tools are available for staff to check out for numerous tasks and projects. **Individual users must be authorized by their supervisor for rental and/or use.**

Tools and Equipment Certification (TEC):

Work safety is of the utmost importance to all Facilities Management operations. It is the responsibility of every equipment/tool operator to use all equipment/tools in a manner that protects all university staff and the public. It is the equipment/tool operator's responsibility to operate equipment in the manner in which the equipment was designed to be used and in accordance with manufacturer safety guidelines. It is the supervisor's responsibility to develop the operator's skill and ability to ensure proper use.

It is the responsibility of the supervisor to ensure that operators attend TEC Training and are certified to operate equipment. It is the responsibility of all employees to report unsafe work practices, which includes equipment/tool misuse, to their supervisor.

Authorization to use Tools and Equipment:

While TEC Training is being developed, it is the supervisor's responsibility to ensure that competent operators are assigned to use equipment. This should include any actions the supervisor feels necessary to ensure safe and competent use of all equipment. Motor Pool staff will pre-qualify and/or train users of excavators, bucket trucks, and backhoes before the operator's initial use of said equipment.

Certified Driver's License (CDL):

The Federal Highway and Transportation Board requires a current Commercial Driver's License, (CDL), to operate certain vehicles. All drivers **must** have a CDL before being allowed to check out and operate the Grain Truck (vehicle #716) or the Dump Truck (vehicle #702) and must have a CDL with a passenger endorsement to operate the 24 passenger Cruiser (vehicle #81) and the 31 passenger Cruiser (vehicle #85).

A current CDL must be on file with ASU and Facilities Management. Additionally, the operators of these vehicles must adhere to the current ASU drug testing policy ([see ASU Policy and Procedures section 03-03](#)).

Rolling Stock/Heavy Equipment:

1. Rolling Stock/Heavy Equipment Inventory

The Rolling Stock/Heavy Equipment checkout location is Motor Pool. Sign out sheets will be filled out inclusive of the Departmental Supervisor's printed name, time of check out, estimated time of return and name/item number of item being checked out. The following is a current list of rolling Stock/Heavy equipment inventory and is subject to change:

- TR – 702 Ford Dump Truck
- TR – 703 Ford Tractor
- TR – 704 Big Trencher
- TR – 705 Small Trencher
- TR – 706 J.D. Tractor (1973)
- TR – 707 Ford Flatbed
- TR – 708 Massey Ferguson 165 Tractor
- TR – 709 Case Bobcat
- TR – 710 Case 580 Super L Backhoe
- TR – 711 J.D. Backhoe
- TR – 712 Case Forklift 5583
- TR – 713 Long Tractor 6403
- TR – 714 J.D. Tractor 2410
- TR – 715 Ford Bucket Truck
- TR – 716 Ford Grain Truck
- TR – 717 Kubota U35 Excavator
- All rolling trailers.(Only Facilities Management personnel are authorized for trailer use)

2. Rolling Stock Rentals

The rental of Rolling Stock is normally done on a first come first served basis, however, FM staff members coordinating work may reserve/schedule rolling stock up to two weeks in advance. At times, higher priority work will take priority over routine maintenance. Emergency work will have priority of the highest level. Should emergency situations arise, equipment renters will immediately relinquish equipment to staff assigned to emergency projects.

Should equipment be needed for simultaneously occurring projects, the supervisors of these projects will communicate to determine if one of the projects can be rescheduled, if the use of the equipment can be coordinated between the projects or if outside equipment rental is required.

Upon notification of the need for outside equipment rental, Motor Pool staff will coordinate the rental, scheduling, delivery, and return of said equipment. Should there be a change in scheduling needs or if use of rental equipment is no longer required, it is the responsibility of the Project Supervisor to notify the Motor Pool staff immediately. The departmental goal is to rent outside equipment only when necessary, thereby maximizing equipment usage while in FM possession and to expedite the return of equipment to vendors keeping FM rental costs to a minimum.

3. Rolling Stock Scheduling Calendar

Rolling Stock can be scheduled up to two weeks in advance in person, by telephone (680-4735), or through the Motor Pool staff. The Rolling Stock calendar can be viewed in the Motor Pool. All equipment is available for real-time rental. Sign out sheets will be filled out inclusive of the following

- Equipment needed.
- Time needed (start and projected return time).
- Location of job.
- Name and phone number of Project Supervisor.

4. At Time of Pick Up

- Equipment operator will acquire keys from a Motor Pool staff member.
- To ensure safe and competent use of equipment, operators must be approved by their supervisor prior to operation of equipment.
- The equipment operator should make a pre-trip visual inspection. **If substandard conditions exist, the employee should notify Motor Pool staff immediately of any such conditions.**

- Equipment operators will check fluid levels, tire pressure levels, and other critical service needs and address accordingly.

5. At Time of Use the Equipment Operator Shall:

- Operate equipment in the manner the equipment was designed for and in accordance with FM Driver's and Operator's Training Program (TEC).
- Notify Motor Pool of equipment failure or mechanical issues during rental period.
- Will maintain fluid levels, tire pressure levels, and other critical service needs.
- Equipment operator will notify Motor Pool staff of any mechanical or operational issues during rental period.

6. At Time of Return:

- The equipment operator shall refill all fluid levels and top off fuel using the fuel key associated with their department. These fuel keys will be checked out from and returned to Fuel Administrator Judy Dudley.
- The equipment operator shall report any and all issues with equipment to Motor Pool staff.
- The equipment operator shall return equipment in a condition considered to be reasonably clean and free of trash and debris.
- Motor Pool staff inspects returned equipment for damages, repairs, and/or maintenance needs.
- Motor Pool staff will make necessary repairs or schedule any necessary repairs to be made.
- Any costs associated with excessive damages to or loss of equipment will be the responsibility of the department associated with the checkout.

Failure to Return Equipment/Tools and/or Rolling Stock/Heavy Equipment:

It is important for renters and equipment operators to return equipment to the Rolling Stock and Heavy Equipment Room when the equipment work is completed, only then can the Motor Pool staff check and repair equipment for the next user. If renter cannot meet the return time indicated at time of checkout, Motor Pool staff must be notified of the extended time needed to complete the job. Motor Pool staff is required to notify renter of failure to return when equipment is overdue as follows:

- 1st day overdue, Motor Pool staff is required to notify supervisor via email.

- 2nd day overdue, Motor Pool staff is required to notify the next supervisory level via email.
- 3rd day overdue, Motor Pool staff is required to notify director via email.
- 4th day overdue, Motor Pool staff is required to notify Assistant Vice Chancellor of Facilities Management.

A job, project or work order is not complete until tools are checked in to the Rolling Stock/Heavy Equipment Inventory through Motor Pool Staff.