

POLICY

OLD BRIDGE BOARD OF EDUCATION

PROPERTY
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CARE OF EQUIPMENT

Equipment necessary for the proper maintenance and operation of the school plants and grounds shall be purchased by the Board of Education and shall be assigned to the proper department. The proper care, maintenance and storage of this equipment shall be the sole responsibility of the Director of Plant Services, and he/she shall be responsible for preparing adequate procedures for the signing in and out of all equipment assigned to departments.

When said equipment is assigned to an individual school under the direct supervision of the Reporting Custodian/Secondary Custodian Supervisor, or is assigned to Maintenance or Field personnel, it shall become the responsibility of that individual to exercise proper care, use and maintenance of the equipment. It shall be the responsibility of that individual signing for the equipment to carry out the above, and should the equipment be damaged, lost or stolen, and if in the determination of Central Administration prudent care had not been exercised, the individual shall be held financially responsible for the value of the equipment.

It shall be the responsibility of the Assistant Superintendent for Business/Board Secretary to arrange a payment schedule to be charged against the individual's pay check for the length of time necessary to collect the value of the lost, stolen or damaged equipment.

The Director of Plant Services shall prepare, and provide the Assistant Superintendent for Business/Board Secretary with a semi-annual inventory of all assigned equipment.

Adopted: 19 January 1999
Revised: 27 June 2000

