

Facilities Management Operating Policies and Procedures Manual

Effective Date: 03-01-2006

Policy Number: 04-24-001

Section: Facilities and Services

Subject: Tool Room Policy

Purpose:

This will provide staff with a clear definition of processes by which to acquire work tools and equipment. It will also discuss their distribution, safe use, and maintenance techniques.

Assignment of Tools:

Supervisors and Team Leaders 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 direction of assignee.

2. Group Assignment

Tools may be assigned to staff members working in groups or teams in which a Team Leader is assigning and controlling work flow. Some examples are as follows:

- Landscaping hand tools, push mowers, and weed eaters.
- Motor pool mechanics wrenches.
- Custodial closet and custodial cart tools.

3. Stationary Shop Tools

These tools are used by multiple staff members for trade specific tasks. Employees must complete tool training and certification prior to use.

4. Tool Room Assignment

Heavy equipment, power, and hand tools are available for general staff to check out for numerous kinds of work, tasks, and projects. **Individual users must complete the safety training course to be authorized for rental and/or use.**

Tool Room Location:

The Tool Room is located at the south bay of the Mechanical wing, (west of the motor pool).

Tools and Equipment Certification (TEC):

Work safety is of utmost importance to all Facilities Management operations. It is the responsibility of every equipment and tool operator to use equipment in a manner that protects all university staff and the public. It is the equipment 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 equipment operator's responsibility to develop the skill and ability for proper use.

It is the responsibility of the assistant directors to assure 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 and tool misuse, to their Team Leader, Supervisor, or Assistant Director.

TEC Development:

While TEC Training is being developed, it is the team leader's and/or supervisor's responsibility to assure that competent operators are assigned to use equipment. TEC development is temporarily administered by the director of Quality Improvement Processes. The development will incorporate the collaborative efforts of directors, assistant directors, Motor Pool and Tool Room personnel and other specialized skilled operators.

Certified Driver's License (CDL):

The Federal Highway and Transportation Board require a current Certified Driver's License to operate certain vehicles. All drivers *must* have a CDL before being allowed to check out or use the Gain Truck 716, Dump Truck 702, the Cruiser #81 and Cruiser #85. Both Cruisers require a CDL with passenger endorsement if transporting passengers.

A current CDL must be on file with ASU and Facilities Management. In addition the equipment operator must be participating in the current ASU drug testing policy ([see ASU Policy and Procedures section 03-03](#)).

Rolling Stock:

1. Rolling Stock Inventory

Rolling Stock is defined as heavy equipment, dump trucks, tractors and trailers (**see list Appendage A**).

2. Rolling Stock Rentals

Any employee who is coordinating work may reserve/schedule rolling stock up to two weeks in advance. Normal scheduling is on a first come, first serve basis; this encourages planning and scheduling in advance; however, higher priority work must, at times, take priority over routine maintenance. Emergency work has the highest priority and equipment renters must stop and immediately relinquish equipment to staff assigned to emergency projects.

When equipment is needed for simultaneously occurring projects, the supervisor/ team leader of the respective areas should communicate to determine if either one of the projects should be rescheduled or if outside equipment rental is required.

Upon notification of the need for outside rental, the Tool Room attendant will coordinate equipment rental, scheduling, delivery, and return. If there is a change in scheduling or if rental equipment is no longer needed, it is the responsibility of the team leader to notify the Tool Room attendant immediately. The department's goal is to rent outside equipment only when necessary, maximize equipment usage while in FM possession and to expeditiously return equipment to vendors to keep FM rental cost to a minimum.

3. Rolling Stock Scheduling Calendar

Rolling Stock can be scheduled up to two weeks in advance in person or by telephone (680-4737). The rolling stock calendar can be viewed at the Tool Room or online. Directors and/or assistant directors may approve employee's online access. All Tool Room stock is available for real-time rental:

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

4. At Time of Pick Up

- Employees must go to Tool Room to acquire keys.
- Employees must be certified for safety/use prior to operating equipment.
- The equipment operator should make a pre-trip visual inspection. **If substandard conditions exist, the employee should fill out a rolling stock condition form and note substandard conditions.**
- Service as needed (as per equipment training).

5. At Time of Use

- Operate equipment safely; in the manner equipment was designed, and in accordance with proper operation.
- Notify Motor Pool of equipment failure or mechanical problems during rental period.

6. At Time of Return

- Equipment operator notifies Tool Room attendant of any mechanical problems during rental period.
- Tool Room attendant inspects equipment return for damages, repairs, or maintenance needs.
- Tool Room attendant prepares equipment for next rental or schedules any necessary repairs to be made.

Failure to Return:

It is important for renters and equipment operators to return equipment to the Tool Room when the equipment work is completed; only then can the Tool Room attendant check and repair equipment for the next user. If renter can not meet designated return time, the Tool Room attendant must be notified of extended time needed to complete the job. The Tool Room attendant is required to notify renter of failure to return when equipment is overdue as follows:

- 2nd day overdue, Tool Room attendant is required to notify supervisor via email.
- 3rd day overdue, Tool Room attendant is required to notify assistant director via email.
- 4th day overdue, Tool Room attendant is required to notify director via email.
- 5th day overdue, Tool Room attendant is required to notify assistant vice chancellor of Facilities Management.

A job, project or work order is not complete until tools are returned to tool room.

The Tool Room attendant will send a compliance report each quarter to AVC's direct reports' staff meeting.

Tool Room Inventory:

1. All Tool Room Stock is available for real-time rental when tools and equipment are available. Tool Room rental form includes:

- Name.
- Time and date of check out.
- Estimated return time.
- Location where tool will be used.

2. At time of pick up

- Operate tools and equipment safely, in the manner equipment was designed to be used and in accordance with FM Driver's and Operator's Training Program (TEC).
- Notify motor pool of gas/diesel equipment failure or mechanical problems during rental period.
- Return any malfunctioning equipment/ tools to the Tool Room.

3. At time of use

- Operate equipment safely, in the manner equipment was designed to be used, and in accordance with proper operational safety.
- Notify Motor Pool of equipment failure or mechanical problems that occurred during rental period.

4. At time of return

- Equipment operator notifies Tool Room attendant of any mechanical problems during rental period.
- Tool Room attendant inspects equipment return for damages, repairs, or maintenance needs.
- Attendant prepares equipment for next rental or schedules repairs to make equipment available for next work cycle.

5. Failure to return

See previous section.

Rolling Stock (Appendage A)

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