

**Facilities Management Department
Policy Statement #8**

Accountability of University Property

- 1. Purpose.** To provide guidance for the stewardship of equipment, parts, materials, and other University-owned property controlled by the Facilities Management Department. Equipment and materials utilized by Facilities Management are purchased with State funds provided by the taxpayers of North Carolina. Employees have a responsibility to safeguard these items and to use them efficiently and effectively. Directors, managers, and supervisors have an added responsibility to ensure accountability for University property under their charge.
- 2. Responsibility**
 - A. Positive Control**
 - i. First line supervisors will sign for all University property assigned to their shop or section and will be responsible for maintaining control of all items assigned.
 - ii. Supervisors will follow prescribed procedures to ensure University property is safeguarded.
 - B. University property Inventories**
 - i. Supervisors will conduct a quarterly inventory of all University property assigned to their shop or section. Supervisors will provide written documentation of their quarterly inventory to their manager.
 - C. IT Equipment**
 - i. The Director of Facilities Information Systems will maintain accountability for all computers, laptops, tablets, monitors, software, and related items used within Facilities Management.
 - ii. Facilities Management units are responsible for radio equipment assigned to their unit. Supervisors must maintain a record of each radio including the name of the employee to whom the equipment is assigned.
 - D. Damaged or Missing Equipment**
 - i. Damaged or missing University property will be reported immediately to the shop or section supervisor. Supervisors should report missing items to campus Police.
 - ii. Damaged or missing University property will be investigated and the reason documented in a memorandum to the unit director.
 - iii. Repeated occurrences of damaged or lost University property may result in disciplinary consequences.