

Equipment/Tool Use Policy
September 15, 1993
Revised 11/1/94
Revised 1/13/04

1. **GENERAL:** Equipment and tools purchased/owned by MMU are presumed necessary for the daily operation and maintenance of MMU facilities and services. (If not necessary, they should be properly disposed of.) Any equipment or tool that is borrowed or otherwise removed from its proper location for personal (non-MMU) purposes shall be returned to its proper location each weekday morning. No equipment or tool shall be borrowed for personal use without first notifying the Toolroom, Power Plant Operator, Department Head or other appropriate responsible person. A log showing by whom, what and when items are borrowed and returned shall be maintained by the department from which the items are borrowed. Failure to do so leads to a presumption that the equipment or tool has been stolen. The logs shall be submitted at the end of each month to the General Manager. Tools and equipment shall be returned in as good functional condition as when borrowed. Any damage should be noted when the item is checked out and when returned. Consumable supplies such as staples, pop rivets, gasoline and oil shall be provided by the borrower. Tools and equipment shall not be loaned to employees for commercial purposes; use shall be limited to personal use. Tools and equipment may, however, be loaned to commercial/industrial customers of MMU or to other utilities/cities upon approval by a Department Head.
2. **WHAT MAY BE BORROWED:** Hand tools, including tools with electric motors and small internal combustion engines such as cutoff saw and pumps at the Department Head's discretion.
3. **WHAT MAY NOT BE BORROWED:** Large tools or equipment powered by internal combustion engines such as backhoes, loaders and trucks. Tools or equipment necessary for emergency response to situations such as air packs, fire extinguishers and safety suits. Equipment that, if privately owned, would be licensed. Computers. Building forms. (By consensus at the 1/13/04 staff meeting, power wash equipment in the Service Center and Power Plant.)
4. **EQUIPMENT USE ON MMU PROPERTY:** Portable and stationary tools and equipment that may be borrowed may be used on MMU property for personal use by current MMU employees so long as such use does not interfere with MMU personnel on duty. Such use is at the user's risk and MMU shall not assume nor accept any responsibility or liability for such use. The employee, by using the equipment or tool, assumes complete responsibility for any injury to himself or others.