

OPERATIONAL SERVICES

BUILDINGS AND GROUNDS - MATERIAL RESOURCES MANAGEMENT

Materials required for operation of the building and the educational program shall be made available in an efficient and economical manner.

Standardization of equipment and supplies shall be encouraged, to gain the price advantage of quantity discounts, and to permit stockpiling for immediate availability and simplification of maintenance, providing however, that circumstances may require obtaining unique or special purpose items.

A property control record shall be maintained for each building, listing pertinent data about all items of equipment and furnishings and to establish the basis for any insurance claims that might arise. In addition, a procedure shall be established for permanently marking appropriate capital outlay items.

Adopted: March 10, 1983
Revised: June 10, 1999