

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Grounds	Procedure Number:	G-14
Subject:	Tool and Equipment Storage	Effective Date:	February, 1993
		Revised Date:	December 2016
Facilities Officer:	<i>Brian P. Hely</i>	Reviewed Date:	December 2019

Standard Operating Procedure

All Grounds-keeping employees working on a project or activity at the end of the day or project will be responsible for cleaning tools and equipment and returning the tools and equipment to its proper storage location.

Purpose

To designate responsibility for proper tool and equipment storage.

Procedure

All Grounds-keeping employees working on a project or activity at the end of the day or the completion of the activity will be responsible for cleaning up the equipment and tools used and returning such to its proper storage location.