


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-30</b>
<b>Subject:</b>	<b>Equipment and Tool Security</b>	<b>Effective Date:</b>	<b>February 1993</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All equipment and tools, when not in use and unattended, will be locked in a secure area.

**Purpose**

To avoid the costly replacement of stolen tools and equipment.

**Procedure**

1. All equipment and tools, when not in use, will be locked in the caged area.
2. All equipment and tools of value on the job site, will be secured when unattended.
3. Shop carts will be locked and tool carts will be secured in an area not accessible to other than Facilities Maintenance personnel.