



Facilities Procedures

Policy Owner: Employee
Engagement Manager

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Approved by: *Mark Petty*

General Procedure for: Removing Items from Vanderbilt Premises

PURPOSE:	<p>To establish a policy and set forth procedures for removing items from Vanderbilt property, including:</p> <ul style="list-style-type: none"> • Trash removal from dormitories and dumpsters • Gifts from faculty, staff, or students • Scrap items • Surplus items • Tools and equipment • Parts and supplies
POLICY:	<p>Facilities Plant Operations employees will not remove anything from University premises any items belonging to the University, its faculty, staff or students under any circumstances. To do so is considered unauthorized use of University resources.</p> <p>Facilities Plant Operations' employees will not remove materials, clothing, or any other articles from dumpsters, vacated building rooms, or open field areas. Items left behind by faculty, staff or students are not to be taken by an employee.</p> <p>Gifts from faculty, staff or students, including the aforementioned, are to be declined.</p> <p>Scrap and surplus items remain the property of the University until such time as the University deems appropriate to dispose of such items. These items will not be given to or taken by employees of the University or others working at the behest of the University (e.g., contractors.) Items that have been transferred to Medical Center Stores may be purchased from MCS at the price set by MCS with appropriate documentation of the transaction.</p> <p>Tools, equipment, parts, and supplies are provided to employees' to enable their performance of work for the University. Such items shall not be used in any other manner or removed from University premises under any circumstances.</p>
Procedures:	<ol style="list-style-type: none"> 1. This policy will be included in all new employee orientation. 2. Directors will ensure that all employees are aware of this policy upon hire. 3. A policy reminder letter will be sent to all employees annually prior to the end of the academic year. Facilities Employee Engagement will prepare the letter two weeks prior to the distribution date.

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	<ol style="list-style-type: none">4. The Employee Engagement team will ensure that the policy reminder letter is sent to all Facilities Plant Operations staff with access to residential buildings at least one week prior to the end of the academic year.5. The method and timing of the distribution will require that each employee acknowledge receipt of the policy in writing. Receipts will be scanned to and filed in Employee Engagement Office.
Violations:	Violations of this policy will be considered a <u>serious offense</u> and violators will be subject to disciplinary action.