



Type: Administrative
Authority: Executive Director
Related Documents: IT Use Statement

Preamble

An equipment inventory of all hardware and software is important for forecasting budgets and keeping accurate equipment records.

Policy Statement

The Executive Director, with the assistance of the Environmental Services Coordinator, shall maintain a comprehensive inventory of all equipment of GBH.

406.01 Office Equipment

Electronic office equipment will include, but is not limited to, organizationally provided:

- cell phones,
- desk phones,
- laptops with power cords and/or docking stations,
- desktops,
- monitors and other peripherals,
- printers, and
- software.

406.02 Facility Equipment

Facility equipment will include, but is not limited to:

- Water Treatment equipment
- Furnace
- Housekeeping equipment such as Washer/dryers
- Kitchen equipment such as Refrigerators, freezers, ovens, dishwashers
- Portable equipment such as scissor lifts, floor buffers

406.03 Inclusion in the Annual Equipment Audit Report

The audit will include:

- item name
- item location (storage, home location, or who assigned to)
- date of purchase
- date it should be intended replacement (life cycle)
- Planned maintenance cycle

- Model or serial numbers (if relevant)

Any discrepancies in the yearly audit will be explained in a report to the ED.

406.04 Timing of the Audit

1. The audit should be completed as new items are added to the GBH capital collections, as well as annually as a precursor to the development of the capital budget.
2. Any recommendations for replacement or maintenance, be they in the rotational cycle or deemed unplanned or emergent, should be reported to the Executive Director for inclusion in the Finance Committee budget planning.

406.05 Review Cycle

All Administrative policies shall be reviewed in the even year.

Original Approval: 11-25-2020

Reviewed On:

Revised On: 10-26-2022