

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.3.1
Related Policy: 4.1.3
Title: Security and Housekeeping
Responsibility: Procurement Manager

Original Approval Date: 08-01-1994
Last Cabinet Review: 11-01-2017
Last Revision: 11-01-2017

President

No equipment is to be removed from the department to which it is assigned without the permission of the Department Head who is responsible for the equipment. The Department Head in turn will advise the Equipment Coordinator.

In the event an item of equipment becomes broken, inoperative, or missing, the matter shall be reported to the Equipment Coordinator immediately. No one, including staff, is authorized to use shops or laboratories without permission from the faculty or Department Chair in charge. No equipment shall be loaned to non-college personnel without prior approval of the President and proper notification of the Equipment Coordinator.

Each Department Chair is responsible for locking all shops and lab facilities when not in use. It is not necessary that classrooms be locked. However, all instructional equipment, such as smart carts, overhead projectors, film projectors, hand-held computer devices, and any technological devices or equipment should be returned to the proper place after use. No audio-visual or movable equipment should be left in classrooms unless it is properly secured and safeguarded.