

3. Use of District Property/Equipment

- 3.1 There shall be no unauthorized use of District equipment.
- 3.2 Use of District equipment for private or personal purposes is prohibited.
- 3.3 Staff assigned to use District equipment for District business on or off campus must sign a receipt and agreement for use of the equipment which describes the condition of and lists all the equipment assigned. Staff are financially responsible in the event of theft, loss, or damage to any District property or equipment assigned to them.
- 3.4 Use of District facilities, equipment, and supplies by community groups and other outside contractors shall be granted as provide by law including Education Code Section 82537 and as outlined in Board Policy and Administrative Procedure 6700, Facilities Use.
- 3.5 Use of District motor vehicles is restricted to District staff only.

4. Allocation of Responsibilities for Maintenance

The District's maintenance department has personnel to manage, control, and protect the buildings and grounds of the District. On-going maintenance service is scheduled by the maintenance department. If a specific problem occurs, a work order should be submitted to the maintenance department for dispatching a maintenance or grounds technician. Additional concerns on the District's building and grounds should be directed to the Director of Facilities, Operations, and Asset Management.

5. Fire Alarms

The District's maintenance department and information and technology resources department are responsible for maintaining the fire alarm system. The fire alarm system is remotely monitored by a private company. If a fire alarm is activated, the monitoring company will dispatch the local fire department. The facilities manager of each campus is responsible for silencing any activated fire alarms.

6. Distribution of Keys and Fobs

The District's administrative services department is responsible for issuing keys to faculty and staff as needed. The District's human resources department is responsible for issuing