

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6535

Use of District Equipment and Laboratories

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| Date Adopted: | 05/14/1985 |
| Date Revised: | 5/13/2016 |
| Date Reviewed: | 5/13/2016 |
| References: | Education Code Sections 70902(b)(6); ACCJC Accreditation Standards III.B.3 and III.C.4 |

It is the responsibility of all staff members to help protect District buildings, grounds and equipment. The person to whom a room is assigned is responsible for turning off the lights and closing windows at the end of the day or whenever the room is not scheduled for use within the hour. Supply rooms and cabinets will be kept locked.

Any theft of or damage to District property must be reported to the appropriate manager and the District Campus Security office.

No District equipment may be removed from campus without written permission from the Superintendent/President or designee. Borrowing District equipment for personal use will not be authorized.

Tools and equipment contained within District laboratories is restricted to use by registered students or District employees who have been authorized and duly instructed by Sierra College staff assigned to teach in a school laboratory. This restriction is dictated by the District's liability for negligence resulting in injury to personnel and students.

Students using power equipment in the laboratories shall have certificated personnel present during the time of equipment use. If an instructor finds it necessary to leave his/her laboratory, he/she shall notify his/her division office and wait until an appropriate substitute is furnished before leaving the laboratory.

When District facilities are not adequate in the corporate area, every effort should be made to extend the use of the industrial laboratories to maintenance personnel. Maintenance personnel using these laboratories should make every effort to assure the instructor that the instructional program is not disrupted.

Personnel using laboratory facilities are held responsible for tool and equipment breakage and are responsible for returning tools and equipment to their proper location. Every effort should be made to assure the laboratories are kept in a state of readiness for the instructional program.

A continuous process of evaluation will take place in regard to this policy, and changes will be made as the need arises.

See Board Policy 6535.