

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6535

### Use of District Equipment and Laboratories

Date Adopted:	5/14/1985
Date Revised:	11/1/2024
Date Reviewed:	5/7/2021
References:	ACCJC Accreditation Standards 3.8; Education Code Sections 70902

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.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

No District equipment may be removed from campus without 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 District personnel present during the time of equipment use. If an instructor finds it necessary to leave their laboratory, they shall notify their division office and wait until an appropriate substitute is furnished before leaving the laboratory.

See Board Policy 6535.