



STONEHILL COLLEGE

Department of Facilities Management

To: All Stonehill College Employees
From: Bruce G. Boyer
Director of Facilities Management
Subject: Equipment and tool removal.
Date: 7/1/2015

Occasionally, employees have requested to borrow certain College owned tools or equipment (i.e., tables or chairs) for personal use. Due to the requirements of the College insurance liability coverage, the College is no longer in the position to continue this practice.

In addition, employees have also requested to remove or purchase items that are no longer needed or wanted by the College. All property that is given or sold by the College that is no longer needed must have a written letter from the appropriate manager stating that the items are being released from the College's inventory and the proper agreement and liability release must be completed and authorized by the Director of Facilities Management.

These procedures are necessary to be in compliance with liability coverage for both Stonehill College and the employee. We appreciate your understanding of our need to implement this change, effective for July 1, 2015.