



Procedure OP - #7

Title: **EMPLOYEE/TRUSTEE EQUIPMENT CHECKLIST**

Adopted: December 4, 2012

Revised: November 2018, November 2022

PURPOSE

The purpose of this procedure is set out a process to ensure the tracking of job-related resources used by employees and trustees.

PROCEDURES

1. An Employee/Trustee Equipment Checklist (attached) must be completed for any staff member or trustee who is leaving the Authority where resources have been provided.
2. Technological equipment such as, laptops, tablets and handheld devices (e.g., cell phones) are not available for employee purchase. Retaining this usable equipment and redeploying to other staff will extend their useful life and reduce administrative costs.
3. This process ensures that usable equipment is retained within the school for redeployment to areas in need.

EMPLOYEE/TRUSTEE EQUIPMENT CHECKLIST

Employee Name: _____

To be returned	Equipment
ID Badge	Tablets
Keys – classroom/office	Chromebook
Keys – desk	Computer - Laptop
Keys – file/storage cabinets	Cell phone
Parking Transponder / Sticker	Printers
Entry Fob	Chargers and other peripherals
Visa Card	
Computer/Telephone Access	
Cancel e-mail and Google account - BSA	
Cancel Meditech access	
Cancel Long Distance Privileges	
Telephone Password – (teachers only – change to generic password – 12345)	
Remove access to Amazon account	