



Procedure OP - #7

Title: **EMPLOYEE/TRUSTEE EQUIPMENT CHECKLIST**

Adopted: December 4, 2012

Revised: November 2018

Related:

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## **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 desktop computers, laptops, Notebooks, tablets, 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: \_\_\_\_\_

<b>To be returned</b>	<b>Equipment</b>
ID Badge	Cameras
Keys – classroom/office	Computer - Desk Top
Keys – desk	Computer - Laptop
Keys – file/storage cabinets	Palm Pilot/Blackberry
Parking Transponder	Printers
Memory Key	Tape Recorders
	Television
<b>Computer/Telephone Access</b>	VCR/DVD
Cancel e-mail account - BSA	iPad
Cancel Meditech access	iPod
Cancel Long Distance Privileges	
Telephone Password – (teachers only – change to generic password – 12345)	