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## 4.15 Maintenance Tools Policy

### **4.15.01**

The SHC shall maintain a supply of tools to be available for use by House Maintenance Officers in performance of their House and corporate duties. These shall be tools that are too expensive for an individual House to afford or would be used so infrequently by one House that it is more practical to have SHC purchase, store, and maintain them for the specific use by any and all Houses.

### **4.15.02**

The Maintenance Vice President shall maintain an accurate inventory of SHC tools and supplies. Said inventory is to be updated each spring and fall.

### **4.15.03**

All SHC tools and supplies shall be kept at 239 Oakhill Ave. locked in the basement SHC Tool Library. The SHC Tool Checkout List shall also be on display at 239 Oakhill Ave.

### **4.15.04**

SHC tools and supplies may be checked out by any member by signing them out on the SHC Tool Library Checkout List and signing the SHC Tool Library User Agreement that are located at the SHC office. Members who will be using the tools can contact the Maintenance Vice President or Maintenance Coordinator for instruction on proper use and safety of the equipment, but the Maintenance Vice President or Maintenance Coordinator will at all times act solely for the benefit of SHC. The Maintenance Vice President shall be responsible for maintaining a checkout list and ensuring the tools return.

1. **a.** Included in the SHC Tool Library Checkout List will be a list of tools deemed especially expensive and/or dangerous. The member must speak directly with either the Maintenance Vice President or Maintenance Coordinator and obtain written consent in order to check out these items.
1. **b.** The SHC Tool Library key must be returned to the office the same day. Failure to return the key by the end of the business day will result in a \$10 fine each day the key is not returned. If key is lost, the member shall pay \$30 for lost key.

1. **c.** The period for checking out each tool is 2 weeks. Failure to return the tool by the end of the two-week period will result in a \$5 fine each day the tool is not returned. In some cases the need for tool usage may exceed a period of two weeks. If this is a possibility, then the case will be reviewed on a case-by-case basis with the member and the Executive Vice President, the Maintenance Vice President, or Maintenance Coordinator.
1. **d.** The Maintenance Vice President and Maintenance Coordinator will assess any damages or loss to the inventory. A member may be held fiscally responsible for the negligent or unsafe use of tools. The SHC will not be held liable for any damages incurred through the use of SHC tools, as stated in the SHC Tool Library User Agreement.

#### **4.15.05**

Individual Houses shall be responsible for the purchase of and inventory of common and inexpensive tools needed for House maintenance. However, a House may petition the SHC Maintenance Committee for funding for tools if the need is demonstrated.

#### **4.15.06 - INTERIM PROCEDURE**

The Vice President of Membership oversees the Interim Coordinators each year. The Vice President of Membership provides each Interim Coordinator with the contact information of each new member to the House, as well as providing them with move-in and move-out forms.

The Interim Coordinator is a member of the House, chosen by the House the preceding semester, who is responsible for:

1. **a.** Contacting all new members and making sure they know when the move-in date is by July 1.
1. **b.** Scheduling move-in times with all new members by August 1.
1. **c.** Facilitating room and House cleanup between upon move-out in preparation for move-in.
1. **d.** Assigning cleaning tasks to all House members (both departing and returning) to ensure appropriate move-in conditions by the first day of move-in.
1. **e.** Checking the House and rooms for cleanliness and damage on the move-out form, and ensuring that new members fill out the move-in form.
1. **f.** Collecting all House and room keys from departing members and giving them to new members upon move-in.
1. **g.** Collecting forwarding addresses for departing members.
1. **h.** Making sure the House has all of the SHC-provided furniture mentioned in House Provisions, and, if anything is absent, contacting the Vice President of Facilities to acquire it by move-in date.

1. **i.** Being available for new members during their scheduled move-in time and providing a phone number and email address to them in advance.
1. **j.** Setting and posting a date and time for the first House meeting. Make sure everyone knows that this is the time you will set the budget and choose House jobs.
1. **k.** Turning in the list of House Officers and Office Laborers to the SHC Office after the first House meeting.
1. **l.** The Interim Coordinator will be compensated with a credit of \$5 per member moving into the House, but will not be eligible to receive compensation until all move-out and move-in forms and the House Officers and Office Laborers lists are turned into the SHC Office.

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[title 04]

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