

Imperial College Union
Discussion for Equipment Policy
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The goal is to create a policy covering equipment; storage, ownership, use & maintenance, replacement

1. Equipment Ownership

1. What happens to equipment when a group is shut down
 - 1.1. Equipment being reassigned with consultation for management groups.
 - 1.2. DPCS to manage reassigning equipment?
 - 1.3. How long equipment is held to find another group for it.
2. What happens to equipment no one wants?
 - 2.1. Value of equipment to be sold or disposed of.
 - 2.2. How long equipment is held before it is disposed of.
3. Restrictions on purchases due to storage space
4. Responsibility to store equipment appropriately

2. Equipment Storage

1. Applications for storage space
 - 1.1. Submitted to DPCS?
 - 1.2. Criteria for assigning space
 - 1.3. Responsibility of the Union
2. Damages and theft from storage rooms
 - 2.1. What will be covered?
 - 2.2. Linked to contingency?
 - 2.3. Circumstances?
 - 2.4. Responsibility of the union to maintain a secure room
 - 2.5. Damages due to a defect

3. Equipment Usage & Maintenance & Records

1. Accidental Damage
 - 1.1. Covered with contingency policy
2. Responsibility to maintain equipment to a safe level
3. Responsibility to keep records (where appropriate)
4. Responsibility to check Inventory is up to date

4. Equipment Replacement & disposal

1. Relating this to inventories for disposal of old items to replace them.
2. Process for getting rid of equipment; Selling, donating or disposing of

5. Insurance

1. Should contingency be more clearly defined and expanded to include covering insurance below the Union's excess (£10,000).