

**SAIT FACILITIES, TOOLS, EQUIPMENT AND WORKSPACE**

Section:	Facilities Management (FM)
Subject:	Institute Property
Legislation:	
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APPROVED: \_\_\_\_\_  
President and CEO

**POLICY**

The policy of the Board of Governors is to ensure the safe and effective use of SAIT tools, facilities, equipment, and workspace.

**PROCEDURE****DEFINITIONS**

<b>Equipment</b>	Capital equipment and accountable supplies, including machinery, data processing equipment, audiovisual equipment, office equipment, furniture and SAIT vehicles.
<b>Institute property</b>	Tools and equipment as defined in this procedure.
<b>Power tool</b>	Any device which plugs into an electrical outlet or is powered by compressed gasses, explosives or motors of any sort.
<b>Private business purpose</b>	An activity unrelated to SAIT business in which an employee, contractor or student engages with commercial intent.
<b>SAIT business</b>	For the purpose of this procedure, an activity that SAIT sponsors or that occurs in relation to SAIT's employment activities.

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<b>SAIT vehicle</b>	Any vehicle owned, leased, rented or loaned by or to SAIT.
<b>Tool</b>	A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw, plane, wrench, file, and power tools. For the purpose of this procedure, a tool does not include books, audiovisual software or computer software.
<b>Workspace</b>	SAIT's real property, including land and building space, storage lots and compounds, laboratories, shops, classrooms, offices and meeting rooms.

## GOVERNING PRINCIPLES

1. At the discretion of the appropriate dean, director or designate, employees, contractors or students may remove and use institute property off-campus within the scope of their duties.
2. Such use of institute property must be within the scope of the borrower's duties as assigned by SAIT, solely in SAIT's interest, and in fulfillment of SAIT's objectives. Institute property cannot be used for private business purposes or personal use.
3. Institute facilities or workspace shall not be used for the storage of vehicles, boats, trailers or other personal equipment or belongings not actually used by the employee, contractor or student on-site and/or during that individual's working hours or scheduled class time.
4. The dean, director or designate may authorize the removal and use of institute property under this procedure providing that:
  - a) Such use will not interfere with the normally required use of the institute property;
  - b) The dean, director or designate is satisfied that the employee, contractor or student is qualified to use the institute property;
  - c) The employee, contractor or student certifies that the use has no private commercial intent;
  - d) The institute property is such that normal use or transport does not reduce its value beyond that of normal wear and tear; and

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- e) The use is shown to be in SAIT's interests and aids in the fulfillment of SAIT's objectives, including social responsibility objectives.
5. Notwithstanding Governing Principle 4 of this procedure, certain types of SAIT property are subject to the following restrictions:
- a) Computer equipment, audio visual equipment, SAIT vehicles and certain facilities may be subject to a separate written agreement between the applicable school/department and the individual employee, contractor or student prior to their use.
  - b) Explosive-actuated tools shall not be loaned for off-campus use under this procedure.
6. Restrictions for SAIT facilities or workspace:
- a) Food laboratories and kitchens will not normally be accessible to anyone other than regular kitchen staff or students in related programs, and the latter only in connection with their studies.
  - b) Welding, machinist, millwright, carpentry and cabinetmaking shops and laboratories will not normally be accessible to anyone other than instructors, maintenance staff or students in related programs, and the latter only in connection with their studies.
7. The use of SAIT vehicles is governed by procedure [FM.1.1.5 Operation of SAIT Vehicles](#).

## PROCEDURE

1. An employee, contractor or student wishing to use institute property off-campus must receive approval from the applicable dean, director or designate prior to use of the institute property. Approval is at the discretion of the dean, director or designate, as per the provisions of this procedure.
2. The employee, contractor or student must ensure that the institute property is returned in the same condition as it was in prior to it being borrowed. The dean, director or designate is responsible for obtaining recovery of the institute property from the borrower.
3. If institute property with a declared value of \$5,000 or more is being taken out of Canada, export documents must be prepared. Please contact:

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- a) Purchasing in the Finance department, to obtain export documents;
  - b) The coordinator, insurance management, in Finance, prior to removing the institute property to discuss additional requirements.
4. All loss or damage to institute property must be reported to the dean, director or designate as soon as possible. Losses estimated to be \$25,000 or more must be directly reported to the coordinator, insurance management, in Finance as soon as possible.
5. In the event of loss, the dean, director or designate will notify Security at 403-284-8530. Security will prepare the necessary report, forward a copy to the coordinator, insurance management, and, if necessary, will notify the Calgary Police Service.

## POLICY/PROCEDURE REFERENCE

- FM.1.1 Use of SAIT Tools, Facilities, Equipment and Workspace policy
- FM.1.1.1 Definition of Institute Facilities, Tools, Equipment and Workspace procedure
- FM.1.1.4 Supervision of Facilities procedure
- FM.1.1.5 Operation of SAIT Vehicles procedure

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