

Equipment Use Guidelines for Departments

Wauaukee Community School District

Policy #742
Rule

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1. Each instructor will be responsible for keeping an accurate inventory of equipment.
2. Each instructor will develop a procedure for signing out equipment to District employees for use in school-related activities.
3. Students will have first priority to the tools and equipment for classroom use. It will be the instructor's responsibility to see that any equipment that has been checked out is returned promptly for the student's use.
4. All repair or replacement cost will be the responsibility of the individual checking out the equipment.
5. Departments will not check out consumable material.

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