

Prepared by Property and Fund Management Office
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A8.533

A8.525 Federal Personal Property

November 1997

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A8.533 Maintenance

The University is responsible for the proper care and maintenance of Federally-owned property and equipment in its possession, custody, and control in accordance with good management practices, applicable Federal regulations, related property control manuals of the funding agencies, or the provisions of contracts or grants. This responsibility spans from receipt of the property until the University is properly relieved of its responsibilities. The removal of Federal property to storage, or its contemplated transfer, does not relieve the University of these responsibilities.

It is the responsibility of the Principal Investigator and Custodial Department to maintain, protect, and store the Federal property in their possession.

Principal Investigators shall ensure that Federal equipment requiring periodic preventive maintenance such as cleaning, lubricating, inspecting working parts and wiring, and calibration is performed when required or needed. In the interest of economy, a record of maintenance costs shall be maintained to disclose maintenance actions taken and to ensure that equipment is not kept beyond its economical usefulness. Equipment which is becoming costly to maintain should be reported to the Federal Property Administrator or Federal Administrative Contracting Officer via Inventory Management.