

A8.505 State Personal Property

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A8.513 Maintenance

Heads of Custodial Departments are responsible for establishing a maintenance program for State and Federally-owned nonexpendable equipment in their possession and control. Periodic reviews of records and procedures should be undertaken by the heads of Custodial Departments or their designees to ascertain compliance and needs. For instance, many items of equipment and machinery in constant use or having high accuracy requirements need an increased frequency of cleaning, checking calibration, or other care. Reasonable inspection schedules for maintenance should be devised based on manufacturer's manual, or other qualified source of information; the need for a maintenance contract should be evaluated for extended equipment life.