
A8.505 State Personal Property


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A8.519 Preventive Measures for Security of Property

In addition to the responsibilities outlined under Section A8.507.2, Physical Security, the following procedures should be used, where possible, to provide for increased security of property:

a. Engraving

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- 1) Theft prone equipment should be engraved with an electrical engraving machine to further identify the equipment as "UH Property", "HCC Property", "MCC Property", etc.
 - a) Departments may use the PPMO Property Warehouse engraver by contacting the storekeeper.
 - 2) Property to be engraved shall be at the discretion of the department head. The following characteristics should be considered:
 - a) a serial number is affixed
 - b) item is expensive
 - c) marketable
 - d) difficult to replace
 - e) theft prone
 - f) easily carried or concealed
 - g) adaptable to personal use
 - 3) Property to which title is not vested with the University shall not be engraved. When such title is conveyed to the University, the equipment may then be engraved.

- 4) Although engraved, warning labels (available from PPMO warehouse) shall be affixed either to the equipment, or a room door, window or other location as appropriate to notify persons who are theft-prone that such property may not be disposed of easily.

b. Office Machine Locking Devices

- 1) Locking devices are effective in safeguarding office machines or other equipment.
- 2) PPMO Purchasing Section will provide acquisition and source information upon request.
- 3) Facilities Management Office (FMO) will install security devices free of charge and may furnish the device at cost should it be available in the FMO inventory.

c. Alarm Systems

If needed, PPMO can, upon request, advise on available commercial systems and cost.