



# COQUILLE INDIAN HOUSING AUTHORITY



## EQUIPMENT MANAGEMENT POLICY

### **PURPOSE**

The Coquille Indian Housing Authority has a responsibility for proper procurement, use, tracking, cataloging, storage, and disposition of all equipment purchased. The goal of CIHA is to maximize the useful life of all equipment in its possession. This policy for equipment management will assist CIHA in meeting federal requirements as set forth in 24 CFR Part 1000.

### **PROCUREMENT**

Equipment purchases will be made in accordance with applicable CIHA policy.

### **USE**

Equipment shall be used by CIHA in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds. When no longer needed for the original program or project, the equipment may be used in other activities or disposed of in accordance with applicable CIHA policy.

### **PROPERTY RECORDS**

All equipment purchased by CIHA will be tagged with a numbered inventory control tag and will be added to the agency inventory and/or warranty database. At a minimum, information on each item will include make, model, serial number, location, and inventory tag number. Additional information may include date purchased, purchase price, vendor name, purchase order number, and warranty expiration date.

Updates to the inventory and/or warranty database will occur when items are moved from one unit or location to another by notifying the CIHA Administrative Services Coordinator.

Original records of purchase will be maintained with CIHA accounts payable records.

### **PHYSICAL INVENTORY**

A physical inventory of CIHA equipment will occur annually and the results will be reconciled with the property records at least once every two years. Staff will report any missing or damaged items or discrepancies in records to the Executive Director immediately. Investigation of missing items will occur as determined necessary by the Executive Director.

A physical inventory of appliances and equipment in CIHA's housing units will occur and the results will be reconciled with the property records during any preparation for reoccupancy.

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**INVENTORY CONTROL SYSTEMS**

Inventory control tags will be issued by the Maintenance Coordinator as needed utilizing an inventory control tag log. In addition, information will be added to CIHA inventory and/or warranty database upon purchase or receipt.

CIHA lawn maintenance and rug cleaning equipment may be made available for resident use. Equipment must be returned as soon as possible or immediately upon request. A check out log documenting the whereabouts of loaned equipment will be maintained by Maintenance personnel. Equipment will be inspected prior to loan and upon return. Damage will be reported immediately to the Maintenance Coordinator and/or Executive Director. Residents will be held liable for negligent loss or damage that occurs while equipment is in their possession.

CIHA equipment may be made available for staff use when not being utilized for CIHA business. Equipment must be returned as soon as possible or immediately upon request. A check out log documenting the whereabouts of loaned equipment will be maintained by Maintenance and/or Administration personnel. Equipment will be inspected prior to loan and upon return. Damage will be reported immediately to the Maintenance Coordinator and/or Executive Director. Employees will be held liable for any negligent loss or damage that occurs while equipment is in their possession for personal use.

**SECURITY OF EQUIPMENT**

CIHA equipment will be secured when not in use. Staff will make every effort to protect CIHA equipment from theft, damage, and vandalism while in their possession on or off the work site.

**INSURANCE**

CIHA equipment and vehicles will be insured at all times.

**MAINTENANCE**

Periodic maintenance will be performed and documented in accordance with manufacturer recommendations. Staff will report any concerns or problems with equipment or vehicles immediately to the Maintenance Coordinator and/or Executive Director. Repairs to equipment and/or vehicles will occur when necessary and as funding allows.