Policy Name: Moveable Equipment – Repairs and Maintenance

Section #: 20.1.5  Section Title: Administrative Policies, Procedures and Services  Formerly Book: 6.3.4

Approval Authority: Senior Vice President for Finance and Administration  Adopted: 12/1980  Reviewed: 7/13/2016

Responsible Executive: Vice President, University Facilities  Revised: 1998; 7/13/2016

Responsible Office: Institutional Planning and Operations  Contact: Dianne Gravatt, dgravatt@facilities.rutgers.edu

1. Policy Statement
   A. Departments must contract externally for repairs to most department-owned equipment which is not permanently connected to any building utility system. Normal purchasing procedures regarding specifying and bidding should be used for this contracting.

   B. Audio-visual equipment (motion picture, slide, overhead projectors, etc.) on loan to departments from the Audio-Visual Department of the University library should be returned to the Audio-Visual Department for repairs.

2. Reason for Policy
   To direct end users to the correct department for the repair of Moveable Equipment.

3. Who Should Read this Policy
   Chancellors, Vice Presidents, Deans, Directors and Department Heads.

4. Resources
   For additional information, please visit the following web sites:
   - Office of Procurement: https://purchasing.rutgers.edu/

5. The Policy
   Departments must contract externally for repairs to most department-owned equipment which is not permanently connected to any building utility system.

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

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