RUTGERS POLICY

Section: 20.1.5

Section Title: Administrative Policies, Procedures & Services

Policy Name: Moveable Equipment – Repairs and Maintenance

Formerly Book: 6.3.4, Repairs and Maintenance-Moveable Equipment

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration
Vice President, University Facilities

Responsible Office: University Facilities Institutional Planning and Operations

Originally Issued: Adopted: 12/1980

Revisions: 1998; 7/7/2016

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<th>Moveable Equipment – Repairs and Maintenance</th>
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1. Policy:

**20.1.5 MOVABLE EQUIPMENT - REPAIRS AND MAINTENANCE**

A. Departments should externally contract 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.

All regulations and procedures are subject to amendment.

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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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. **Definitions**  
N/A

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