

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

<u>Policy Name:</u>	<u>Moveable Equipment – Repairs and Maintenance</u>				
<u>Section #:</u>	<u>20.1.5</u>	<u>Section Title:</u>	<u>Administrative Policies, Procedures and Services</u>	<u>Formerly Book:</u>	<u>6.3.4</u>
<u>Approval Authority:</u>	<u>Senior Vice President for Finance and Administration</u>		<u>Adopted:</u>	<u>12/1980</u>	<u>Reviewed:</u> <u>7/13/2016</u>
<u>Responsible Executive:</u>	<u>Vice President, University Facilities</u>		<u>Revised:</u>	<u>1998; 7/13/2016</u>	
<u>Responsible Office:</u>	<u>Institutional Planning and Operations</u>		<u>Contact:</u>	<u>Dianne Gravatt,</u> <u>dgravatt@facilities.rutgers.edu</u>	

1. Policy:

~~20.1.5 MOVABLE EQUIPMENT – REPAIRS AND MAINTENANCE~~

- A. ~~Departments should~~ **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.

~~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**

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