STANDARD OPERATING PROCEDURE # FDO 3.023

Subject: New Equipment and/or Vehicle ID Numbers

Purpose and Scope: Establish consistency in tracking all University equipment and vehicles. Follow the established steps below to insure we have an accurate inventory of all Facilities Development & Operations equipment and vehicles.

Procedures: Proper steps to get ID numbers installed and PM work orders set up for new equipment and vehicles (including golf carts):

1. Purchaser emails Facilities Maintenance, Stores/Receiving Manager with the following information
   a. Make
   b. Model
   c. VIN or Serial Number
   d. Vendor name
   e. Purchase date

2. Facilities Maintenance, Stores/Receiving Manager assigns a UWF ID# and enters equipment/vehicle information into TMA system.

3. A work order is submitted through TMA for the maintenance Mechanic to make and apply the UEG ID# and UWF logo/name to equipment/vehicle. The process and material will be re-charged back to the department of ownership.

4. A preventive maintenance work order will be setup in TMA for routine services (every 6 months or as request).

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