

Passed By Council on:11/16/1998

Purpose

To effectively monitor the use and inventory of equipment within the Department of Recreation, to other City departments and outside agencies.

Policy Statement

EQUIPMENT POLICY

1. All equipment loaned within the Department of Recreation and to other City Departments will follow the Department of Recreation's Equipment Procedures.
2. Any equipment loaned to other City Departments will be pre-authorized by appropriate management personnel and the requesting Department will complete the Department of Recreation's Equipment Sign In/Out Form.
3. Equipment designated for specific program use or equipment not identified on the Department of Recreation's Equipment Loan List will require prior management approval for loan within the Department or to other City Departments. The equipment loan list will be located at the Front Desk of the H.G.R. Mews Community Centre and Wedgewood park Recreation Centre.
4. The Department of Recreation does not lend or rent equipment to any outside groups with the exception of those associated with the **Summer Program**.
5. Notwithstanding Number 4, equipment loan requests received in writing from non-profit organizations will be considered upon management approval.
6. The Department of Recreation has a master equipment inventory of all equipment in the Department that is monitored on a regular basis by staff assigned to each program area. Assigned staff are responsible for monitoring and updating their equipment inventory list on an ongoing basis. A general check on the Department's master inventory list will be completed on a quarterly basis.
7. Equipment not used by the Department will be identified on a regular basis and submitted for appropriate disposal.

EQUIPMENT PROCEDURE - INTERNAL USE

1. All equipment used within the Department of Recreation and by other City Departments is tracked on the Equipment Sign In/Out Form, signed by both the requester and the Facility Service Worker.
2. The supervisor responsible for Facility Service Workers will follow-up on Equipment Sign In/Out records to ensure all equipment is returned on a timely basis and any outstanding equipment not returned on time is located.

3. Any Activity Assistant request form will be required to be submitted to the Confidential Secretary for equipment not located in the building.

EQUIPMENT PROCEDURE - SUMMER PROGRAM

1. During the summer months, the Department provides on loan, a core set of playground equipment to assist community/neighbourhood groups in their delivery of summer recreation programs. The Equipment Sign In/Out Form is completed by the Equipment Assistant under the direction of the Community Services Specialist.
2. Upon completion of the Summer Program the Equipment Assistant provides a report to the Community Services Specialist on any outstanding equipment.
3. The Community Services Specialist follows up on outstanding equipment to determine appropriate action and reports to management on any discrepancies.

Application

Responsibilities

Department of Recreation.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report November 3, 1998; Regular Meeting of Council November 16, 1998.

Review Period

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