

STANDARD OPERATING PROCEDURE # FAC 5.024**Subject: New Equipment and/or Vehicle ID Numbers**

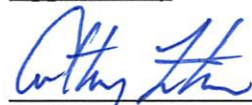
Purpose and Scope: Establish consistency in tracking all University equipment and vehicles. Follow the established steps below to ensure we have an accurate inventory.

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. License Plate Number
 - e. Vendor name
 - f. 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 Facilities Design & Records staff to make and apply the UWF 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 requested).

Developed by: Facilities Maintenance

Approved by:



Anthony Fisher
Superintendent
Facilities Maintenance



Dr. Melinda S. Bowers
Associate Vice President
Administration/Facilities Management