

House Tool Box Contract

Maintenance Policy Manual

2.3 Tools

2.3.1 Tool Boxes: At the first meeting of each semester each house that wishes will be provided with a tool box with no direct charge to the house. The contents of the toolbox shall be listed on the Maintenance Website. At the final meeting of each semester the toolbox must be returned to the Ed Center (or other designated location) where it will stay until the first meeting of the next semester and the cycle will repeat itself. Any and all tools that are not returned by the final meeting will be automatically charged back to the house and replaced by the maintenance staff. If nothing has been returned by the final meeting the toolbox and all contents shall be charged back to the house. Absence from the final meeting does not excuse the return of the toolbox. Houses have the option to distribute charges to individual members as they see fit.

1. Each maintenance manager shall be responsible for the toolbox and tools. Prior to distribution of the toolboxes the maintenance staff shall hand out a form to all maintenance managers informing them of the toolbox policy and their responsibility. Each maintenance manager must sign the form in order to receive the toolbox.
2. Maintenance Managers may lend tools to house members from this supply at their own discretion.
3. Lost tools may be replaced at any time by purchasing them from the tool crib supply shelves. In order to avoid additional charges at the end of the semester replacement tools must come from the tool crib. This is to ensure uniformity and maintain the tool ID system.
4. Broken or worn-out tools shall be replaced from the tool crib supply shelves as an ICC maintenance expense. These tools must be checked by maintenance staff to avoid the cost being charged back to the house.
5. A house may wish to buy its own set of tools. Such tools are not covered by these regulations. They may be purchased through house funds, amenities funds, project proposals, or loans.

I have read Maintenance Policy Manual section 2.3. I accept responsibility for my house's toolbox and its contents. I understand that any and all items not returned by the final maintenance meeting of the semester will be charged back to my house.

Name _____

House _____

Date _____