

Equipment Safeguard Control System

1. Purpose

The Boys & Girls Club of the Heartland is committed to the responsible management and protection of its purchased equipment to prevent loss, damage, or theft. This Equipment Safeguard Control System outlines guidelines and procedures to ensure the security and accountability of equipment, both on and off-site.

2. Scope

This policy applies to all equipment owned or leased by the Boys & Girls Club of the Heartland, including but not limited to:

- Computers and peripherals
- Audio-visual equipment
- Office furniture and appliances
- Sports and recreational equipment
- Vehicles

3. Equipment Storage and Access

3.1. All equipment, when not in active use, shall be securely stored in locked storage areas or designated secure storage rooms.

3.2. Access to equipment storage areas shall be restricted to authorized staff members with a legitimate need to access the equipment.

3.3. Only authorized personnel shall have keys or access codes to equipment storage areas.

4. Equipment Check-Out

4.1. Equipment shall only be checked out by approved staff members.

4.2. Equipment shall only be used for approved and authorized purposes.

5. Equipment Records

5.1. A comprehensive inventory of all equipment owned or leased by the Boys & Girls Club of the Heartland shall be maintained.

5.2. Equipment records shall include the following information:

- Equipment name and description
- Serial number or unique identifier
- Acquisition date

- Purchase price or lease details
- Location (storage area or site)
- Current condition
- Assigned user (if applicable)
- Date of last inventory update
- Additional information as needed for federal, state, or local funding guidelines

5.3. Equipment records shall be updated at least once every two (2) years to ensure accuracy and accountability.

6. Reporting Loss, Damage, or Theft

6.1. Any loss, damage, or theft of equipment must be reported immediately to the appropriate supervisor and documented in writing.

6.2. The incident shall be investigated promptly, and corrective actions shall be taken as necessary.

7. Disposal of Equipment

7.1. Equipment that is no longer needed or has reached the end of its useful life shall be disposed of in accordance with the Boys & Girls Club of the Heartland's asset disposal policy.

7.2. The disposal process shall include appropriate documentation to record the equipment's retirement and removal from the inventory.

8. Training and Awareness

All staff members shall receive training on this Equipment Safeguard Control System to ensure awareness and compliance with equipment management practices.

9. Compliance Monitoring

Regular audits and assessments shall be conducted to verify compliance with this control system. Any non-compliance shall be addressed promptly.

10. Review and Revision

This Equipment Safeguard Control System shall be reviewed annually and updated as necessary to reflect changes in the organization's equipment management needs or procedures.

By implementing this Equipment Safeguard Control System, the Boys & Girls Club of the Heartland aims to protect its valuable equipment assets, maintain accountability, and minimize the risk of loss, damage, or theft. Failure to comply with this policy may result in disciplinary actions, financial consequences, or reputational damage to the organization.