



## **Equipment and Tools Sign Out and Return Policy**

---

### **Intent**

Makkovik Inuit Community Government understands and supports the necessity of employees and residents requiring the use and rental of tools and equipment property of Makkovik Inuit Community Government. In order to ensure that the tools and equipment inventory is organized, Makkovik Inuit Community Government requires employees and residents to adhere to the procedures set forth in this policy, seeing as if not, issues with deadlines, availability, customer dissatisfaction and employee could arise, which could result in a ban from further lending or disciplinary action.

All employees and residents that require the use of tools and equipment on loan/rental from Makkovik Inuit Community Government property are required to read and understand this policy prior to the provision of any tools or equipment being loaned/rented. This policy may also include materials on loan from time to time.

### **This Policy Shall:**

1. Determine the procedures for signing out and returning Makkovik Inuit Community Government property;
2. Discuss the expectations from employees and supervisors handling the sign in/return procedure.
3. Outline return and sign out information in supervisor's log;
4. Maintenance.
5. Rental Fees

### **Procedure for signing out and return of Makkovik Inuit Community Government Property**

1. For an **employee** to sign out tools and equipment that are the property of Makkovik Inuit Community Government, they must complete the "Sign Out" information required in the supervisor's log at the Municipal Garage. They must include all details requested; including the equipment or tools' name, the site it is being used for, expected return time, full name and signature.
2. For a **resident** to sign out tools and equipment that are the property of Makkovik Inuit Community Government, they must;
  - a. Have a work order issued by the Town Office to rent/borrow any piece of equipment.
  - b. Complete and sign the rental agreement of the Makkovik Inuit Community Government
  - c. Complete the "Sign Out" information required in the supervisor's log at the Municipal Garage. They must include all details requested; including the equipment



or tools' name, the site it is being used for, expected return time, full name and signature.

3. For an **employee or resident** to return the tools and equipment borrowed/rented from Makkovik Inuit Community Government, they must complete the supervisor's log in the "Return" area at the Municipal Garage. Including the date returned and their initial to acknowledge the inspection results and the return of the equipment.
4. The **employee** in charge of inspecting the returned tools and/or equipment and the employee or resident returning them are expected to sign the inspection results as accurate, upon completion of inspection.

## Employee and Resident Expectations

1. An employee in charge of the tools and equipment is expected to be present for the pick up and drop off of all the equipment and tools.
2. When an employee is not present, the next employee responsible for the sign in/out form should inspect the product returned, and then confirm the product return by initialling the log.
3. The employee responsible for loaning/renting the equipment and/or tools and the borrower are required to inspect the tools and/or equipment and sign the log with any condition or damage information.
4. Gas powered equipment: must be kept full at all time when rented to residents and inspected for a full tank upon return. Returned equipment with tanks partially full will be billed to the renter in addition to rental fees.

## Information required in Sign Out/Return Log

- Manufacturer
- Model
- Item Description
- Serial Number
- Sign out Date
- Signed out by
- Loaned by
- Return Date
- Completed Inspection Results
- Received by
- Returned By

## Maintenance

It is the responsibility of the borrower/renter to ensure that the equipment and tools loaned/rented to them are adequately maintained during their use, and returned in their original condition. While tools and equipment are covered by the manufacturer's limited warranty, certain damages



will not be covered by the warranty or Makkovik Inuit Community Government. The renter assumes all risks of loss of, and damage to the equipment from every cause whatsoever, while the equipment is in the renter's possession. Regardless of cause, the renter and its employees or agents waive the right to make any claim against the Makkovik Inuit Community Government and its agents for damages resulting from misuse of equipment or for personal injury from the use of the equipment.

## Rental Fees

Fees are based on pick up and return during normal working hours of 8:00 am to 4:30 pm. Every effort must be made to pick up equipment or tools during these hours. Rentals that involve pick up and returns outside of normal working hours will be charged additional costs as per employee call in rates (\$40 plus 3 hours of employee rate of pay).

Heaters \$25.00 per hour  
Welding Machines \$25.00 per hour  
Steam Jenny \$30.00 per hour (with one operator) \$40 (with two operators)  
Battery Charger \$5.00 per day (battery must be brought in garage)  
\$5.00 per hour (when battery is taken out of garage)  
Dyna Drill \$5.00 per hour  
Fire Pump \$15.00 per hour / \$45.00 per day  
Gas Powered Pump \$25.00 per day  
Generator \$45.00 per day  
Cut Off Saw \$5.00 per hour / \$45.00 per day  
Wood Splitter \$50.00 per day / \$25 (seniors)  
Gas Powered Brush Cutter \$45.00 per day  
Gas Powered Tiller \$45.00 per day  
Scaffolding (per section) \$15 per day

## Acknowledgement & Agreement

---

AngajukKak

---

Executive Clerk

---

Date