

Policy: Tool Storage	Number: 727.01
Date Revised: 09-01-17	Supersedes: D-03
Cross Reference: N/A	Issued: 09-01-81

All instructors shall maintain orderly storage areas and/or tool boards in such a manner as to allow a quick visual inspection to be taken at any time. At a minimum, such an inspection must be done at the close of each instructional day. Any missing tools, equipment, or supplies must be reported to the appropriate supervisor immediately.

Failure to timely report any missing tool, equipment, or supply of which an instructor has knowledge, or should have knowledge, shall be considered a breach of professional duties and the instructor shall be subject to disciplinary action.