

DEFINITION OF INSTITUTE FACILITIES, TOOLS, EQUIPMENT AND WORKSPACE

Section:	Facilities Management (FM)
Subject:	Institute Property
Legislation:	
Effective:	September 12, 1995
Revision:	August 15, 2003 (reformatted); September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure the safe and effective use of SAIT tools, facilities, equipment and workspace.

PROCEDURE**DEFINITIONS**

Equipment	Capital equipment and accountable supplies, including machinery, data processing equipment, audiovisual equipment, office equipment, furniture and SAIT vehicles.
Institute property	Tools and equipment as defined in this procedure.
Power tool	Any device which plugs into an electrical outlet or is powered by compressed gasses, explosives or motors of any sort.
Tool	A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw, plane, wrench, file, and power tools. For the purpose of this procedure, it does not include books, audiovisual software or computer software.

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Workspace

SAIT's real property, including land and building space, storage lots and compounds, laboratories, shops, classrooms, offices and meeting rooms.

POLICY/PROCEDURE REFERENCE

- FM.1.1 Use of SAIT Tools, Facilities, Equipment and Workspace policy
- FM.1.1.2 SAIT Facilities, Tools, Equipment and Workspace procedure
- FM.1.1.4 Supervision of Facilities procedure
- FM.1.1.5 Operation of SAIT Vehicles procedure

PROCEDURE

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