

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: E.2

Date of Issue: 05/06

Subject: Equipment Losses

Page 1 of 1

---

Each department is responsible for maintaining and protecting equipment assigned to the department. Department faculty and staff should be made aware of the common responsibility to safeguard all equipment and property of IIT.

Each department should notify the Public Safety Department at ext. 8-6300 immediately of any loss, disappearance, vandalism or forcible entry in the department's area of responsibility.

Notification should also be given to the General Counsel's Office (ext. 7-3006) to determine what insurance coverage, if any, is available to cover to loss.