

Maintenance Memorandum

Date: March 31, 1989

Subject: **Loaning of State-Owned Equipment**

This is to reaffirm past division policy that state-owned equipment, with a few exceptions, must not be loaned to any other agency for use unless it is operated by one of our employees.

Past practice has proved too often that when a piece of equipment has been loaned to others without the normally assigned operators, serious maintenance problems, incorrect operating procedures, and failure to complete time reports has resulted. You are asked to pay particular attention to getting accurate time reports on all equipment.

Concrete saws, starting with group numbers 54-0001, through 54-1000, and towed spreaders group numbers 60-0651 through 60-7000 may be loaned to contract counties, providing proper documented training of each operator has taken place. Time reports for each piece of equipment loaned must be submitted in a timely manner. Form 423, Temporary Equipment Transfer Report, must accompany a piece of equipment which is loaned.

Thank you for your cooperation in implementing this policy.

Maurice E. Witteveen
Engineer of Maintenance
(Signature on file)