

GRAYS HARBOR COLLEGE
Operational Policy

Subject: PROPERTY MANAGEMENT Page 1 of 1

Operational Policy Number: 506

Date adopted: 8/1/75 Revised: 1/17/95, 3/15/99, 4/25/06

It is the policy of the Board of Trustees of Grays Harbor College to maintain and protect the personal and real property of the college to the highest degree possible consistent with reasonable management and availability of funds.

Therefore, it is the duty of the president of the college or designee to carry out the activity deemed necessary to maintain and keep in good repair the real and personal property held by the college. The president or designee shall establish the procedures deemed necessary to maintain proper security and protection of the real and personal property held by the college. In addition, the president or designee shall establish administrative procedures for the use of college property by employees, students and the general public, including but not limited to equipment, building space and grounds. The president or designee is also directed to enter into agreements for the purchase of fire, liability and other forms of insurance necessary to protect the interests of the college. In some cases, the college is "self-insured" rather than establishing an outside insurance agreement.

If personal property of the college becomes old, obsolete, or otherwise of limited value to the institution, or if it is to be replaced by new equipment, the president or designee shall declare such property to be surplus and may dispose of it under any applicable rules, regulations, or statutes which govern the disposal of personal property by the college.