

# Mississippi Riverwood Associates, Inc.

## Tool Loan Procedure

<b>Procedure number 14-007</b>	<b>Version 1</b>
<b>Drafted by P&amp;P Committee</b>	<b>Approved by the BOD on</b>
<b>Responsible Person Operations Manager</b>	<b>Scheduled review date</b>

### Responsibilities

The Board of Directors is responsible for the overall operation of Mississippi Riverwood Associates Inc. (the park). In order to maintain the park, the park needs certain tools and equipment. The park must have those tools and equipment at hand and in good condition to maintain the park. Members from time to time may have a need to borrow a tool and equipment to perform tasks at their own lot, RV or home at Mississippi Riverwood. If the park is to loan tools or equipment the park must know where those tools or equipment are at all times.

### Procedure

Tools or equipment may be borrowed for a 24-hour period. Tools or equipment should not be kept in the member’s possession. If a tool or equipment is needed for more than a 24-hour period it needs to be returned and checked out for an additional 24-hour period.

#### The following are not allowed to be loaned

- Chainsaws**
- Riding or push lawn mowers**
- Gas powered backpack leaf blower**

Members who wish to borrow a tool or equipment should contact the Operations Manager or designee to make sure the park doesn’t need that tool or equipment during the time the member wishes to borrow that tool or equipment.

A log in the maintenance shop will be hanging above the work bench. Members who wish to borrow a tool or equipment must log the members name, lot number, name of tool or equipment, time and date borrowed. When a tool or equipment is returned the time and date should be recorded.

If a tool or equipment doesn’t function or is damaged, the member who borrowed the tool or equipment should notify the Operations Manager or Maintenance Person.

### Attachments

Tool Log Form

### Authorization

\_\_\_\_\_, President

Date \_\_\_\_\_