

## **Unit Order: 2011-01 REPAIR OR MAINTENANCE OF NON-COUNTY EQUIPMENT ON COUNTY PROPERTY**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to ensure the appropriate Department Manual of Policies and Procedures are observed and followed.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel who are accountable for the information contained within.

### **ORDER:**

The established policy and this directive pertaining to the maintenance and/or repair of privately owned or non-County equipment on any County premises shall be followed.

FSB personnel shall not use any County owned tools, apparatuses, or materials to perform maintenance, repair, or modification to any privately owned or non-County equipment or vehicles found on County property. Personnel violating this policy will be subject to disciplinary action.

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