MOVING EQUIPMENT

Purpose: To inform all Ramsey employees on how to remove a piece of equipment from the floor and properly document the removal of a piece of equipment from the floor

Scope: Professional and Student Staff

Procedure:

I. REMOVING EQUIPMENT FROM THE FLOOR
   a. Obtain permission from qualified personnel to remove equipment from the floor
   b. Gather all necessary personnel and equipment to move equipment properly and safely
   c. Take equipment to appropriately designated area
   d. Fill out equipment sign-in form
      i. Write the name of the equipment
      ii. Write the CE# associated with that piece of equipment
      iii. Write the date that the piece of equipment is being checked in
   e. Make sure equipment is not blocking any entrances, exits, or walkways

II. PUTTING EQUIPMENT BACK ON THE FLOOR
   a. Obtain permission from qualified personnel to put equipment back on the floor
   b. Check functionality of the piece of equipment
   c. Gather all necessary personnel and equipment to move equipment properly and safely
   d. Take equipment to designated area
   e. Fill out equipment sign-out form
      i. Write the date that the equipment was signed out