

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