

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 5100-07-01 LGL 2007-23
TITLE: USE OF SHOP FACILITIES EFFECTIVE DATE: June 12, 2007 REVISION DATE: N/A	

1.0 GENERAL

1.1 The purpose of this policy is to put in writing existing policy on the use of department facilities.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Fleet Services facilities" include the Foothills, Normandie, Auto Body, Communications shops and the Broadway Fuel and Wash Rack. It also includes any repair equipment.

5.0 POLICY

5.1 Employees shall not use or cause to be used Fleet Services facilities for personal use. Only authorized vehicles are allowed in shop bays or the wash rack at any time.

6.0 PROCEDURE

None

7.0 RESPONSIBILITIES

The Fleet Services Department shall administer this policy.

8.0 APPENDICES

None

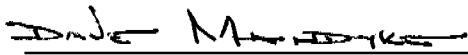
APPROVED BY:



Director

5-22-07

Date



Division Director

5-28-07

Date



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5-17-07

Date