**Company K Property Usage**

**1. Purpose**

This document outlines the procedures and guidelines for the use of company property at Company K. It aims to ensure proper management, usage, and maintenance of company-owned assets such as laptops, projectors, and other equipment.

**2. Scope**

This policy applies to all employees, contractors, and authorized personnel who use company property for business purposes.

### **3. Property Usage Guidelines**

**3.1 General Guidelines**

* **Responsibility**: Employees are responsible for the proper use, care, and maintenance of company property assigned to them.
* **Authorization**: Only authorized personnel may use or access company property.
* **Usage**: Company property should be used for business purposes only unless otherwise specified.

**3.2 Laptops**

**3.2.1 Issuance**

* **Procedure**:
  1. **Request**: Submit a laptop request form to the IT department.
  2. **Approval**: Obtain approval from your department head.
  3. **Pickup**: Collect the laptop from the IT department and sign the asset acknowledgment form.

**3.2.2 Usage**

* **Guidelines**:
  + **Security**: Ensure the laptop is secured with a password and encrypted if required.
  + **Maintenance**: Perform regular updates and antivirus scans as per IT instructions.
  + **Travel**: When traveling, use a laptop bag and avoid leaving the laptop unattended.

**3.2.3 Return**

* **Procedure**:
  1. **Request**: Submit a laptop return request form to the IT department.
  2. **Inspection**: Return the laptop to the IT department for inspection.
  3. **Acknowledgment**: Sign the return acknowledgment form.

**3.3 Projectors**

**3.3.1 Issuance**

* **Procedure**:
  1. **Request**: Submit a projector request form to the facilities department.
  2. **Approval**: Obtain approval from your department head.
  3. **Pickup**: Collect the projector from the facilities department and sign the asset acknowledgment form.

**3.3.2 Usage**

* **Guidelines**:
  + **Setup**: Follow setup instructions provided by the facilities department.
  + **Maintenance**: Handle with care and report any malfunctions to the facilities department immediately.
  + **Cleaning**: Regularly clean the projector lens and ensure proper ventilation.

**3.3.3 Return**

* **Procedure**:
  1. **Request**: Submit a projector return request form to the facilities department.
  2. **Inspection**: Return the projector to the facilities department for inspection.
  3. **Acknowledgment**: Sign the return acknowledgment form.

**3.4 Other Equipment**

* **Description**: Includes printers, phones, and other office equipment.
* **Procedure**:
  1. **Request**: Submit a request form to the relevant department.
  2. **Usage**: Follow guidelines provided by the department.
  3. **Return**: Submit a return request form and undergo an inspection if necessary.

### **4. Lost or Damaged Property**

**4.1 Reporting**

* **Procedure**:
  1. **Report**: Immediately report any lost or damaged company property to the relevant department.
  2. **Form**: Complete and submit a Property Incident Report Form.

**4.2 Liability**

* **Description**: Employees may be held responsible for the cost of repair or replacement of lost or damaged property due to negligence.

### **5. Property Management**

**5.1 Inventory**

* **Description**: Maintain an updated inventory of all company property.
* **Procedure**:
  + **Tracking**: Regularly update the asset management system.
  + **Audit**: Conduct periodic audits of company property.

**5.2 Maintenance**

* **Description**: Ensure regular maintenance of company property to keep it in good working condition.
* **Procedure**:
  + **Scheduling**: Schedule regular maintenance and servicing as required.
  + **Records**: Keep detailed records of all maintenance activities.

### **6. Contact Information**

**6.1 IT Department**

* **Role**: Manage laptops and other IT equipment.
* **Contact**:
  + **Name**: Emily Carter, IT Manager
  + **Phone**: (555) 345-6789
  + **Email**: it-support@companyk.com

**6.2 Facilities Department**

* **Role**: Manage projectors and other office equipment.
* **Contact**:
  + **Name**: David Lee, Facilities Coordinator
  + **Phone**: (555) 678-9012
  + **Email**: facilities@companyk.com

**6.3 HR Department**

* **Role**: Assist with property issuance and return procedures.
* **Contact**:
  + **Email**: hr@companyk.com
  + **Phone**: (555) 123-4567

### **7. Continuous Improvement**

**7.1 Feedback**

* **Surveys**: Provide feedback on property management and usage procedures.
* **Suggestions**: Submit suggestions for improvements to it-support@companyk.com or facilities@companyk.com.

**7.2 Review**

* **Updates**: Regularly review and update property usage procedures based on feedback and operational needs.