



DATE: 6/30/2020

TO: Narragansett Bay Campus

FROM: David Palazzetti, Director of Facilities

SUBJECT: Revised Vehicle Sign Out Policy

As of July 1, 2020 we have a new procedure for signing out of vehicles. We will no longer be using the sign out board located in the Maintenance Office. With this new procedure please send an email to gsomaintenance@etal.uri.edu and cc yourself so we can notify you of availability. Keys will be provided in the maintenance garage in lock boxes for each vehicle, and instructions to retrieve keys will be given via your email address. Wipes will be provided in the vehicles and we ask that each vehicle be locked after use to prevent wipes from going missing. Each person signing out vehicle will be sent the appropriate sheet to record CFS, driver, PI, odometer reading and number of miles traveled. These sheets must be turned in once a month and an email will be sent for the appropriate deadline for billing purposes. We apologize for any inconvenience during this new time. Please try to plan in advance as we have limited number of vehicles and will try to accommodate everyone.