

# Memorandum



**To:** Property One Employees  
**CC:** Executive Committee  
**From:** Todd Reynolds, Director  
**Date:** May 16, 2018  
**Re:** Equipment Rental Policy – Pressure Washer/Generator

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In an effort to coordinate the usage of the Property One owned pressure washer and emergency generators, the following guidelines will be new company policy, effective the date of this memo:

**Equipment Control:** The equipment will be stored at our corporate office at 3500 N. Causeway in 1st floor mechanical room. It may be checked out for use through the office of the Director of Maintenance. User must include anticipated time of equipment's use and return and ensure the equipment is returned in good order.

**Professional Use:** If equipment will be used at any managed asset, an equipment rental charge will be assessed at \$25.00 per hour and coded through the Netchex Time Card Management system. User will select date and times for equipment's use and code to Corp/1010P/Powerwashing. In the notes section, user will add the property where equipment is used.

**Personal Use:** Property One will allow at its own discretion the personal use of these assets provided they are not needed for commercial use at the same time. Equipment must be signed out from the office of the Director of Maintenance and any operation is at the user's own risk. Anyone using company assets also agrees to be responsible for its correct usage, re-fueling, oil and any repairs if needed after use.

Managers please inform your Boards or owners of this new policy and ensure this policy is fully implemented at all your locations so charges can be generated and invoiced properly.