



Cobb County...Expect the Best!

Equipment Checkout Permit

GUIDANCE:

Cobb County Department of Transportation is required to conform to County property accounting procedures designed to ensure the accuracy of records regarding the acquisition, maintenance, control and disposition of County equipment and property. Under certain circumstances, Cobb County Department of Transportation Traffic Operations Division will permit use of County equipment from inventory for county roadway related projects. Individuals using County equipment assume full responsibility for the care and security of such property.

A combination of accurate accounting records and strong internal controls must be in place in order to detect and protect against loss and unauthorized use of County property. Individuals requesting County property from the Department are required to complete the appropriate documentation, so that equipment inventories will accurately reflect the disposition of all County property.

PROCEDURES:

Any contractor who removes equipment from Cobb County DOT premises must complete an Equipment Checkout Permit and submit it to the Department for approval prior to removing the equipment from the premises.

County equipment may be checked out to DOT employed contractors under the following guidelines:

- Approval must be granted by the Department.
- County provided equipment shall be used solely and exclusively for traffic control on official Cobb County DOT projects and more specifically identified in this permit. All use shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
- Property checkout will be for a limited time only and may be specified on the permit. The equipment is to be returned upon completion of the designated project or at the specific request of the Department.
- All authorizing signatures must be obtained prior to removal of the equipment from County premises. Copies of this form will be issued to the requestor and the Department.
- Prior to issuing and upon the return of checked out equipment, the Department of Transportation in conjunction with a representative of the contractor, shall inspect all covered equipment in an attempt to document obvious damage or defects.

RESPONSIBILITIES:

Contractor:

1. The contractor is responsible for the care, security, operation and any associated maintenance of equipment checked out in his or her name and all use shall be in strict accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
2. The contractor shall be responsible and liable for the equipments safeguard and return in serviceable condition. Contractors who cause damage or loss, or who have an item stolen, will be charged the full purchase cost of replacement equipment.
3. The contractor shall be responsible for programming all CMS devices in accordance with the MUTCD, latest edition, and all applicable project plans and/or any required permits. All reasonable efforts shall be taken in order to minimize any unauthorized attempts to alter programmed messages or any other unauthorized use of these devices.
4. The contractor shall be responsible for picking up and returning authorized equipment to 1890 County Services Parkway during normal business hours. All acquisitions and returns shall be scheduled at least three (3) days in advance by calling 770.528.1671.

Department of Transportation:

1. The Department is responsible for maintaining accurate records of all County equipment that is checked out for off premise use and ensure that County property is returned to the Department of Transportation in compliance with the approved Equipment Checkout Permit.
2. The Department, along with a representative of the contractor, will conduct pre and post use inspections to identify and document any obvious damage or defects to the covered equipment.

Signature of Contractor: _____ Date: _____



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EQUIPMENT CHECKOUT PERMIT

Department of Transportation
1890 County Services Parkway
Marietta, Georgia 30008-4014

TRAFFIC OPERATIONS DIVISION
TEL NO: (770) 528-1600
FAX NO: (770) 528-2496

Project Number: Description:
Contractor: Employee: Date:

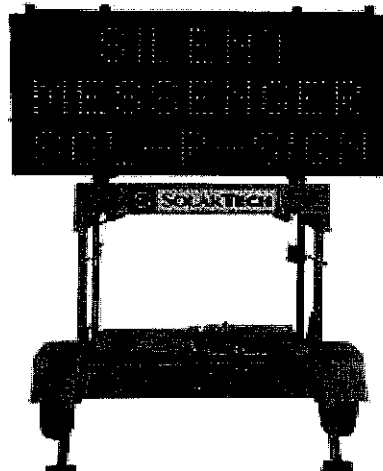
Address: City: State/Zip: Phone:

The Contractor is responsible for the care and security of listed equipment removed from Cobb County DOT inventory.

<u>Manufacturer</u>	<u>Serial #</u>	<u>Description/Model</u>	<u>Date Removed</u>	<u>Date Returned</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please check applicable condition of equipment:

This Equipment: ☐ Is Operable ☐ Was Operable when Removed from inventory (Date Removed:)
☐ Is Not Operable ☐ Operating Condition Unknown



*Note any defects or damage on diagram above.

Signature of Contractor: _____

Date: _____

Signature of Traffic Operations Engineer: _____

Date: _____

Signature of Traffic Operations Supervisor: _____

Date: _____

Permit Revised 1-12-11 PDG