



Standard Operating Procedure (SOP)
Document Lending

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Contains handwritten signatures and dates.

Purpose:

The purpose of Document Lending is to allow for Project Mangers and other Plant Employees to "borrow" documents from the Map Room for a limited time for their use.

Scope:

The scope of work includes but it not limited to the following: Requesting a document, Locating the original drawings, OM manuals or Specifications Signing the drawings, OM manuals or Specifications out of Document Control Signing the drawings, OM manual or Specifications back into Document Control Filing the original documents

Responsibility:

It is the responsibility of Document to lend and track all drawings, OM Manuals and Specifications.

Procedure:

1. Requesting and Locating Documents:

- 1.A. Documents requested can be phoned, emailed to Document Control or by someone stopping by the office.
1.B. Work with Requestor to locate which documents are needed. Try to copy or give electronically to avoid the original leaving Document Control.
1.C. If documents are copied, the sign out sheet does not have to be filled out and documents do not have to be returned.

2. Signing out/in the Documents:

- 2.A. Use the Lending Document sign out sheet located on the I:\ Spreadsheets>FM Resource Mgt>Map Room> Lending Document to sign out documents.
2.B. Enter the following:
Date

- Document Description
- Requestor
- Phone
- Email Address
- Date out
- Date to be Returned
- Requestor Signature (out) Have the Requestor sign for the documents
- Actual Date Returned
- Requestor Signature (in)

2.C. Upon return of the documents have the Requestor sign upon the return of the document

Document Lending									
Date	Document Description & # of sheets	Requestor	Phone	Email Address	Date Out	Date to be returned	Resuestor Signature (out)	Actual Date Returned	Requestor Signature (In)
11/8/05	2857 Wise Lib Add	C Caplin	3-4040	Cassandra.Caplan@mail.wvu.edu	11/08/05	na	na	na	na
3/29/06	Book Depository	Arlie Forman	3-2878		03/29/06	29-Apr	Arlie Forman	10-Apr	Arlie Forman
10/16/06	Natorium	Tony Napolilio	3-7478		10/16/06	12/31/06			
10/16/06	Cary Gymnastics Center	Tony Napolilio	3-7479		10/16/06	12/31/06			
11/8/06	Small project 10000194 Colson Hall	Sarah Yokum	3-7612		11/08/06	12/1/06			
11/20/06	Borman Hall South sheets # G-1, GR2-15, S3-S9, AS9, HMG,G2 Plumbing, M3-M7, E12 of 12	Rebecca Key Alpha Ass	296-8216		11/20/06	11/27/06	Rebecca Key	21-Nov	Rebecca Key
12/4/06	Percival elect project 20050137	Chris Gray	Mar-55		12/04/06	1/31/07			
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Example of spreadsheet

3. File the documents back to their original location.