

## **14 FAH-1 H-230 PROPERTY UTILIZATION IN THE DEPARTMENT**

*(CT:PPM-1; 08-11-2004)  
(Office of Origin: A/LM)*

### **14 FAH-1 H-231 PROPERTY REPLACEMENT AND UTILIZATION STANDARDS**

#### **6 FAH 1 H-231.1 Property Replacement**

*(CT:PPM-1; 08-11-2004)  
(Domestic State Only)*

Replacement standards, which predict the life span of nonexpendable property, shall be the basis of an orderly, balanced cycle of property replacement. Items that have reached their estimated life expectancy shall be inspected to determine whether replacement is actually necessary (see 14 FAH-1 Exhibit H-231.1). Items in good working condition shall be retained even though standards permit replacement, unless technology advancement necessitates replacement.

#### **14 FAH-1 H-231.2 Replacement Standards**

*(CT:PPM-1; 08-11-2004)  
(Domestic State Only)*

- a. Electronic office machines (e.g., calculators and accounting machines) may be replaced after the expiration of the warranty period if the estimated one-time repair cost exceeds 80 percent of the replacement cost of a comparable new model.
- b. Office machines may be replaced under the following conditions provided a written justification supporting such replacement is retained in the procurement files:
  - (1) Where there is a continuing history of breakdowns with a corresponding loss of productivity through downtime;
  - (2) When the cumulative repair costs on a machine appear to be excessive; or

- (3) When the machine lacks essential features required in the performance of a particular task that is continuing in nature.

## **14 FAH-1 H-232 PROPERTY UTILIZATION**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

Utilization is the measurement of the use of both supplies and equipment in comparison with established standards. U.S. Government property shall be protected against waste, and shall be used for official purposes only.

### **14 FAH-1 H-232.1 Employee**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

- a. Each employee must immediately provide the area custodial officer (ACO) with a written explanation on Form DS-310, Property Survey Report, of the circumstances surrounding any missing, damaged, or destroyed property issued for that employee's use.
- b. Employees to whom property is assigned shall ensure that repair persons are authorized to remove property from the building for repairs before releasing property to them, and will inform the office supervisor when it is necessary for the property to be removed, so that Form DS-1953, Authorization for Removal of Property, can be obtained.

### **14 FAH-1 H-232.2 Surveys**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

The area custodial officer (ACO) shall conduct periodic property surveys to assure care and maximum use of property; to ensure that property is used for official purposes only; and to identify property for reassignment within the organization. These surveys shall be accomplished at least annually, and a memorandum to the file is prepared confirming that the survey was taken and the date taken.

## **14 FAH-1 H-232.3 Preventive Maintenance and Repair**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

- a. Employees who operate or use equipment shall be charged with the responsibility of caring for this property, and for promptly notifying the proper personnel when there is a need for service or repairs. Property shall be cared for in accordance with the manufacturer's recommendations.
- b. The determination as to whether an annual maintenance contract should be established for the servicing of office equipment or whether servicing should be performed on a per-call basis shall be made in each case, after comparison of the relative costs affecting specific types of equipment is made.

## **14 FAH-1 H-233 THROUGH H-239 UNASSIGNED**

## **14 FAH-1 EXHIBIT H-231.1 REPLACEMENT CYCLES FOR PERSONAL PROPERTY IN DOMESTIC ACTIVITIES**

*(CT:PPM-1; 08-11-2004)  
(State Only)*

<b>ITEM</b>	<b>AVERAGE LIFE SPAN</b>
IT Equipment	3 years
Office Equipment/Machines	8 years
Office Furniture/Furnishings	10 years
Warehouse Equipment (Forklifts)	6 years
Warehouse Storage Racking	20 years