

**SECTION - COMMITTEES  
ADMINISTRATIVE DIRECTIVES NO. 258  
(Replaces AD 258 dated 12/15/2005)**

Effective Date: November 9, 2006

**SUBJECT: PROPERTY SURVEY COMMITTEE**

**I. PURPOSE**

The purpose of the Property Survey Committee is to review items of State Property for disposal and/or transfer to other state agencies. When disposing of surplus property the Property Survey Committee will make the decision that serves the best interest of the state. Surplus property auctions, transfer to the Department of General Services Property Surplus Warehouse in Sacramento, other state agencies or donated to an approved donee are conducted as necessary to ensure surrounding areas of the facility do not become cluttered.

**II. AUTHORITY**

State Administrative Manual, Section 3520.2.

**III. POLICY**

The Property Survey Committee is responsible to the Hospital Administrator.

**IV. METHOD**

A. The committee will consist of the following members:

Chairperson: Chief of Plant Operations

Members: Program Management Representative  
Nursing Services Representative  
Central Program Services  
Accounting Administrator  
Hospital General Services Area Representative

The Property Controller II or designee will attend survey board meetings to provide information regarding property disposition.

B. Meetings:

1. The Committee will meet as necessary, but not less than annually.

C. Minutes:

1. Minutes of the meeting, listing the subject matter and recommended actions, will be prepared in accordance with the standardized hospital format.
2. Minutes will be forwarded to the Hospital Administrator for review and approval. Approved minutes are distributed to the Hospital Administrator, the Assistant Hospital Administrator, Hospital Administrative Resident II, and all committee members.



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W. T. VOSS  
Executive Director