

# A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY

TITLE: EQUIPMENT REPAIR/  
REPLACEMENT/ADDITION/  
DISPOSITION

ADOPTED: June 24, 1999

REVISED &  
APPROVED: November 15, 2018

## 704.1. EQUIPMENT REPAIR/REPLACEMENT/ADDITION/DISPOSITION

1. Purpose

It is the policy of the Career Center to repair existing equipment, replace equipment that can no longer be repaired, and replace equipment required by industry standards.

Budgetary limitations necessitate a long-range program of gradual repair, replacement and addition of equipment. The Career Center utilizes a three to five year planning cycle for instructional equipment purchases.

2. Guidelines

Program instructors shall make an annual survey to determine the need for repair or replacement of equipment. This includes advanced planning to meet the changing needs within the industry sector of instruction. This planning document shall be continually updated with administration. The Building and Grounds Supervisor shall annually review the equipment inventory and submit recommendations for repair or replacement with the physical plant department.

Request for repair and replacement are evaluated on the basis of the program instructors equipment survey, the record of repairs, and the requirements of instructional equipment meeting industry standards. Unforeseen major repairs shall be referred to the Joint Operating Committee.

Instructors shall formulate and implement a plan for preventive maintenance in combination with the maintenance staff. When applicable, maintenance agreements shall be budgeted.

Administrators shall search all available sources of state and federal funds for repair, replacement and acquisition of equipment.

The Joint Operating Committee annually considers local budget appropriations for repair, replacement and acquisition of equipment.

Disposition of Equipment

When the Executive Director determines that an item of furniture or equipment is of no further use to the Career Center, the said item shall dispose of it in one of the following ways:

1. If it has no monetary value it shall be scrapped.
2. If it has monetary value and can be of use to a school district, it shall first be offered to the nine (9) member districts. If they decline, it shall be disposed of in accordance with the guidelines below:
  - A. The Career Center shall solicit offers to buy the item by advertising or by direct solicitation, obtaining the best price possible. All such offers shall be presented to the Executive Director for final approval.
  - B. If the buyer is an employee, Joint Operating Committee member, or a person or organization in which an employee or Joint Operating Committee member has a personal or financial interest, such sale must first be made known to the Joint Operating Committee.

The record of monetary sale shall be recorded within the appropriate budget category.