

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Equipment

A. Maintenance and Repair

School employees shall be utilized, whenever feasible and economical, for routine maintenance and repair. Within budgetary limitations the Superintendent or designee is authorized to employ outside contractors for the maintenance and repair of complicated and specialized equipment.

B. Responsibility

Building principals shall be responsible for the inspection of equipment under their jurisdiction and for reporting the results to the Department of School Division Services~~office of school plant and supply~~.

C. Transfer

Procedures will be developed to ensure that when equipment is transferred from one location to another that the permanent inventory file reflects the transfer.

D. Replacement

All School Division equipment shall be placed on a replacement schedule and the Superintendent or designee shall include in the recommended budget, funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors by established School Division procedures~~on regular budget request forms~~. Replacement of equipment, other than approved in the adopted budget, shall be considered only under~~in an~~ emergency circumstances or when determined necessary for the operation of the School Division~~situation only~~.

Adopted by School Board: February 16, 1993
Amended by School Board: 2022

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni