

SCHOOL PROPERTIES DISPOSAL CI (REGULATION)

DISPOSAL OF EQUIPMENT AND MATERIALS

The Superintendent or designee will determine what furniture, equipment, or other outdated or unusable materials and equipment should be sold, discarded, or destroyed.

LIBRARY BOOKS

When library books become unusable and/or irreparable, the librarian will send a request for disposal to the Warehouse. The Warehouse supervisor will make a final determination as to whether such books will be retained or disposed of, in accordance with the procedures set forth in EFA (REGULATION).

OTHER PROPERTY

Damaged, obsolete, unusable, or surplus property that has no value and cannot be sold or donated will be transported to a public dump area or placed in a dumpster or holding area for trash pick-up.

Hazardous material will be disposed of in accordance with the law. If you have questions call School Plant Services for directions.

APPROVED – JANUARY 2015