Maintaining/Replacing or Disposing of Obsolete Equipment Plan

Each support and instructional program is responsible for routine inspection and maintenance of their equipment. Equipment used by instructors or students during the instructional process will undergo a thorough inspection prior to the first use of that equipment each semester. Any necessary repairs or maintenance will be done at that time. Limited inspections will be carried out throughout the semester and any needed repairs or maintenance will be done in a timely manner. Routine maintenance will also be completed based on manufacturer's recommendations and/or regulatory requirements.

Responsibility for repairs, maintenance, or disposal is held by the following:

- Students will be trained to perform maintenance that would be part of their normal duties in the career for which they are being trained.
- Instructors will perform maintenance and/or repairs that are within their scope of knowledge.
- TCR custodial staff perform minor maintenance and repairs on equipment within their scope of knowledge.
- TCR IT Department in conjunction with the Technology Resource Center for the Delta County School District provides maintenance, repair or disposal of all computers, printers, network infrastructure and other technology owned by the school.
- Service technicians perform required maintenance and repair on any equipment that is leased or for which a service contract or maintenance agreement has been purchased.
- Major repairs beyond the scope of school personnel are handled by the District maintenance department or by experienced contractors.

Each program will retain a maintenance, repair and disposal log that includes the type of work, date, and observations about the condition of the equipment or the need to be disposed.

Any equipment that cannot be repaired, has been determined to be unsafe, or has become obsolete, will be disposed of properly. Broken or unsafe equipment will be recycled if possible. If not recyclable, it will be sent to the proper waste disposal site. Equipment that is obsolete but may still be usable can be recycled, sent to the proper waste disposal site, or sold, according to DCSD policy (DN).

Due to varying technology needs among the various programs on campus, computers may be deemed obsolete in one program but still be usable in others. The demands of the Drafting and Design Technology program include instruction in software that requires computers with higher quality graphics, more memory, and faster processors than other programs on campus. New computers are typically purchased for that program and the old computers are cascaded down to other instructional programs for student and instructor use. The old computers from those programs are cascaded down to non-instructional staff. When computers are no longer able to support the needs of those personnel, they are considered obsolete and disposed of through a technology recycling or disposal site.

When it is necessary to dispose of equipment, we purchase replacement equipment as soon as possible to allow for continuity of instruction. Routine inspection and maintenance of equipment provides an opportunity for staff to identify equipment that is presenting problems or indicate a need for replacement. In situations where equipment must be replaced unexpectedly, funds may be reallocated within the program or school budget. In some cases, if the equipment will not be used again during the semester, the purchase of a replacement may be delayed until later to allow research into purchase options or the purchase to be planned in the next budget year.

Equipment is inventoried (anything with a value of over $5000) at the end of each year. New equipment is added to the inventory and discarded equipment is removed from the inventory. Occupational Advisory Committees annually review the equipment used in the programs to determine consistency with that used in the workplace. This plan is reviewed annually by administration and shared with staff.

Reviewed: June 10, 2026, by TCR Administration