



Equipment Maintenance Plan

Each support and instructional department is responsible for routine inspection and maintenance of equipment in that department. 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 carried out. Routine maintenance will also be completed based on manufacturer's recommendations and/or regulatory requirements.

Responsibility for repairs and maintenance 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.
- The Technology Department provides maintenance and repair to 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 department will maintain a maintenance and repair log that includes the type of maintenance or repair, date, and observations about the condition of the equipment.

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 Equipment that is obsolete but may still be useable may be sold according to school district policy, recycled, or sent to the proper waste disposal site.

Due to varying technology needs among the various departments on campus, computers may be deemed obsolete in one department but still be usable in other departments. The demands of the Technical Drafting and Business education departments include instruction in software that requires computers with higher quality graphics, more memory, and faster processors than other departments on campus. New computers are typically purchased for those departments and the old computers are cascaded down to other instructional programs for student and instructor use. The old computers from those departments 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 that indicate a need for replacement. That allows staff to plan the disposal and replacement of the equipment and budget accordingly. In situations where equipment must be replaced unexpectedly funds may be reallocated

within the department or school budget to allow for the purpose. 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 at the end of each year. New equipment is added to the inventory and discarded equipment is removed from the inventory.