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| Equipment Maintenance, Replacement and Disposal Plan | Plans |
| | Effective Date: July 1, 2019 |
| | Board Review Date: September 24, 2019 |

- (1) Equipment Maintenance. Programs shall request funds for the routine maintenance of their equipment in accordance with the College's budgeting process. When equipment requires maintenance, a request shall be made as provided in the College's Operations and Maintenance Plan.
- (2) Replacing Equipment. Equipment shall be inventoried as described in the College's Property and Fixed Asset Accounting Policy, which will generally including the projected lifespan of the equipment. College Programs shall review their equipment as part of the budgeting process, and make requests for replacement equipment needed in the following fiscal year. The Finance Department should review the college's Capital Assets on a yearly basis in order to determine which large purchases may be required in the following two to three years. In the case of an emergency which would disrupt the educational operations of the school, under the College's Budgeting Policy the College President may authorize additional expenditures for equipment purchases from the College's reserve funds.
- (3) Disposing of Equipment. Program equipment which is no longer beneficial to the college should be disposed of in accordance with the College's Storage and Disposal of Non-Hazardous Equipment, Materials and Supplies Policy.
- (4) Annotations. See COE Check Sheets (2018), Standard 5, Instructional Equipment, No. 4.