

# Maintenance and Replacement of Equipment Plan

The Southeastern Regional School District plans for the maintenance of existing equipment, and the replacement and disposal of obsolete equipment. Components of the plan include:

## 1. Equipment Maintenance

- a. The Southeastern Technical Institute uses Facilities and Maintenance Ticket System to schedule routine maintenance of equipment to begin on certain dates, occur at set intervals, and at a set number of occurrences.
- b. Staff members use the TFacilities and Maintenance Ticket System to report any equipment issues or potential equipment issues as they occur. An email is sent to the Supervisor of Custodians and the Supervisor of Facilities and Security.
- c. The Supervisor of Custodians and the Supervisor of Facilities and Security assigns a priority level for each work request. A deadline is set for each work request has been completed.
- d. The Supervisor of Custodians and the Supervisor of Facilities and Security tracks inventory and parts used for maintaining or repairing equipment.
- e. The Supervisors integrate the maintenance services with software to view repair histories and warranty information on all equipment.

## 2. Replacement of Equipment

- a. Equipment may be replaced based on the recommendations of the program director or the Program Advisory Committee.
- b. Replacement equipment is recommended and funded through the fiscal budgetary process.
- c. Equipment requiring replacement is ordered through the purchase order system with monies allocated through the Annual Budget process.

## 3. Disposal of Equipment

- a. Staff complete a Request for Surplus form
- b. Completed form is reviewed by the Director of the Southeastern Technical Institute
- c. Approved form is sent to the Supervisor of Custodians and the Supervisor of Facilities and Security for equipment pickup