## Maintaining, Replacing and Disposal of Equipment
## Institutional Plan

**Purpose**

Lancaster County Career & Technology Center(LCCTC) has a written plan for maintaining equipment, for replacing and/or disposing of obsolete equipment which aligns directly with the LCCTC's protocol. Each year staff may submit requests for new and replacement equipment to their department supervisor. The department supervisors compile and prioritize all of the requests from their subordinates. An overall prioritized list is developed and brought to the senior administrative staff meeting. The administrators work together to determine ways to allocate the available funds. During this time, the final priority order of purchases are planned.

**Person Responsible**

The LCCTC's Director of Technology evaluates the equipment to determine if any surplus equipment that is still functional can be transferred to another location or if the equipment is to be marked as obsolete. Annually the Director of Technology assesses the school's inventory equipment to identify the equipment that is 4 to 5 years old. The Director of Technology generates a list of the oldest equipment recommended for replacement. The list of items to be disposed of, Refresh List, is then presented to the JOC for final approval.

**Repair and Maintenance System**

The repair and maintenance of instructional equipment, such as ActivBoards/ActivPanels, desktop computers, laptops, printers, and projectors, are managed by reporting any problems through the LCCTC's online "Support Ticket" system. The core mission of the support ticket system is to facilitate communication and to provide the most rapid restoration of services possible. High priority requests garner an immediate response from LCCTC technology support.

The repair of program-specific and specialized machinery used for instruction is handled through specialized vendors and/or service contracts and primarily supported by LCCTC general budget or department allocated funds. Emergency repairs may need to be expedited through communication with program managers and directors to identify funds for the repair or

replacement. Funding for emergency repairs or replacement comes from both internal and LCCTC accounts.

**Disposal**

For obsolete equipment and/or equipment that is not economical to repair, the LCCTC technology support team prepares the equipment for disposal. The support team makes a note of being disposed of and removes them from the inventory system.  The items are then collected during scheduled pickup days and redistributed to other sites, considered surplus or obsolete in which they are auctioned to the public.