

Adult & Community Education, Columbus City Schools
HVACR
Maintaining/Replacing or Disposing of Obsolete Equipment Plan
Council on Occupational Education Standard 5

Objective

To provide and utilize a plan for maintaining, replacing, and disposing of obsolete equipment

Purpose

This plan will help ensure that Adult & Community Education, Columbus City Schools appropriately maintains, replaces, and disposes of obsolete equipment used by students and faculty in its educational programs, per Columbus Board of Education policy described in this plan.

Council on Occupational Education

This plan helps meet criteria for COE Standard 5, Objectives 5-1: *to verify the presence and adequate maintenance of learning resources appropriate and essential for the achievement of the objectives for each program offered; and 5-2: to verify that the learning resources are readily available and used by students and faculty.*

Implementation of the HVACR Maintaining, Replacing, and Disposing of Obsolete Equipment Plan

The ACE Operations Coordinator is responsible for implementation of the HVACR Maintaining/Replacing or Disposing of Obsolete Equipment Plan.

Strategies Used to Facilitate the HVACR Maintaining, Replacing, and Disposing of Obsolete Equipment Plan

- **Maintain equipment**
Columbus City Schools IT Help Desk staff services, configures, deploys, installs equipment, and provides technical support.
- **Replace obsolete equipment**
Instructional equipment is supported by the ACE budget. Purchase orders are approved by the Director of Adult & Community Education and processed by the Purchasing Department for the acquisition of equipment and other resources.
- **Dispose of Obsolete Equipment**
Obsolete fixed assets, such as computers, are removed by Columbus City Schools, using the Delivery Services Work Request & Fixed Asset Inventory Control form.

Procedures

Systems are in place for purchase of equipment, including during emergencies, to assure the acquisition and/or repair of equipment and purchase/storage of instructional supplies. Procedures include the following:

- **Purchase orders**
Purchases of Columbus City Schools' equipment and instructional supplies are done through the purchase orders, following district guidelines. However, in an emergency the CCS Purchasing Requirement Summary stipulates that "urgent necessity may eliminate the need to complete these steps."
- **Columbus City Schools – Hudson Distribution Center**
The CCS has a warehouse and distribution center which stores and disposes of excess fixed assets. ACE or other schools have ready access to this inventory for loan or re-deployment.
- **Repair of Equipment**
The CCS TDX Self- Service Client is the process used to request equipment repair. Portal procedures also allow for emergency repair requests to be escalated and expedited accordingly.
- **Storage**
Instructional supplies are stored in classrooms, labs, and designated storage rooms in the facility.

Annual Plan Evaluation

The HVACR Maintaining/Replacing, or Disposing of Obsolete Equipment Plan will be reviewed no less than annually by the Director of Adult & Community Education, Operations Coordinator and staff and revised as necessary.