

## **FURNITURE AND EQUIPMENT REPAIR / REPLACEMENT CRITERIA**

### **Background**

In order to ensure adequate replacement and repair of furniture and equipment within the Division there will be a yearly budget established to best meet these needs. The Assistant Superintendent, Corporate Services, and the Director of Risk and Materials Management is responsible for the administration of this Administrative Procedure.

### **Procedures**

1. The authority for the purchase of materials, equipment, furniture and supplies is extended to staff through the budget making process and is approved by the Board through the adoption of the budget.
2. All purchases fall within the framework of budget limitations and are to be consistent with the approved educational goals and the programs and services of the Division. Budget amounts may vary from year to year based on available dollars.
3. The first consideration (before replacements are purchased) is to repair the equipment or furniture, eg. desks and chairs can be repaired and FSD stocks components for most of these items.
4. All requests must be submitted by the school principal and include rationale as to why the need is a priority.
5. The budgeted amount is for “all schools” and every effort will be made to be as “fair and equitable” as possible.
6. Preference will be given to school requests meeting the following criteria:
  - 6.1 Outfitting classrooms for school growth.
  - 6.2 Those repairs that are to remedy significant safety issues.
  - 6.3 Repairs/Replacement to equipment that is required for particular school program offerings.
  - 6.4 Requests will be considered as they are received, never-the-less approvals will be given based on significance of need – not just because they were received first.
7. Communication regarding vandalism must be reported and every effort to identify and have the culprits reimburse the school for any expenses incurred.
8. Programs that generate revenue/profit for their schools will be asked to contribute dollars toward repairs/replacement costs.

9. The decision for which requests are approved will be made by the Director of Risk and Materials Management with input from the Assistant Superintendent Corporate Services.
10. When schools are disposing of Furniture and Equipment they should ensure that they are following AP 518 Disposal of Division Property.