POLICY:	REPLACEMENT AND DISPOSAL OF BOARD FURNITURE AND EQUIPMENT			#	403
SECTION:	400 : Facilities and Equipment			Page 1 of	2
APPROVAL/REVISION DATE:	August 2024	EFFECTIVE DATE:	August 2024	DATE:	August 2029
CROSS REFERENCE:	Policy 306: Purchasing BUS 07 Memoranda - Capital Item Acquisition Programme				

A: POLICY

1. The Board recognizes the importance of an ongoing program of replacement of furniture and equipment in order to maintain quality, program and safety standards. An integral part of any replacement program is a process for the disposal of damaged or obsolete items.

B: DEFINITION

2. 2.1 Furniture and equipment encompasses all furniture and all equipment including computer and audio-visual equipment and textbooks.

2.2 All furniture and equipment is the property of the Board regardless of the source of funding for the item.

C: GUIDELINES

3. Replacement of Furniture and Equipment

3.1 All furniture and equipment is the property of the Board and therefore individual employees or schools do not have the authority to dispose of furniture and or equipment. Details regarding furniture and equipment deemed obsolete or surplus by individual schools/departments will be communicated to the Business Services Supervisor who will arrange for disposal of the items using the guidelines outlined in this policy.

3.2 Replacement of furniture and equipment should be considered when repair costs approach the cost of replacing the equipment or new safety or program standards make current equipment obsolete or unsafe.

3.3 Requests for replacement of furniture and equipment are to be considered within the context of the annual budget process and shall be directed as follows:

- Elementary Schools - through the school capital allocations;
- Secondary Schools - through Secondary School budgets; and
- Catholic Education Centre Departments - through the Supervisory Officer.

3.4 Purchases of replacement furniture and equipment will be made in accordance with Policy 306: Purchasing.

NOTE: School capital budgets should be used for all furniture and equipment purchases with the exception of student desks, lunch tables and computers. A central budget exists for those items.

4. Disposal of Surplus or Obsolete Furniture and Equipment

4.1 Through the Business Services Supervisor, surplus furniture and equipment will be made available to the schools and Education Centre departments.

4.2 Obsolete or damaged furniture and equipment will be stripped of parts that can be used for other repairs.

4.3 From time to time, the Business Services Supervisor, in consultation with the Superintendent of Business and Corporate Services, will dispose of obsolete or surplus furniture and equipment that is considered salable as follows:

- The Business Services Supervisor will prepare a list of items available for sale, establishing a reasonable price for each item;
- The list will be made available to local and area educational institutions, with a limited time first right of refusal
- Items remaining will be offered for public sale through a fair and open process. This process may include a sale by bid through a web based service (i.e. KIJIJI, Board's website) or a public auction. In the case of a public auction the time and location will be advertised on the Boards website and/or through the local media.
- Any items remaining unsold will be retained for future sale, offered to charitable organizations and/or destroyed, as determined appropriate.

4.4. The Business Services Supervisor and Superintendent of Business and Corporate Services will have some discretion in the disposal process, within the spirit of these guidelines.