

Equipment Repair and Replacement

Section 1. Repair

1. Instructional - Maintenance agreements for equipment will be coordinated through the Business Office. Equipment not covered by maintenance agreements shall be repaired by the use of unscheduled contracted repair allocations at the building level.
2. Food Service - Repair of loose equipment (counter-top) used in the food service program is to be accomplished by the use of the extra-curricular food service account.
3. P.A. Systems - Repairs should first be directed to the Executive Director of Technology for repair by school system personnel. If contracted repair is required, then repair will be made through allocations to the IMC program.
4. All other repair is to be handled in accordance with Regulation 3520.1

Section 2. Replacement

1. Instructional - Items to be replaced must be scheduled and coordinated in the budget cycle.
2. Food Service - Equipment which needs to be replaced is to be accomplished by the use of the extracurricular food service account. If money is not available through this account, other alternatives will be considered by the Business Office.
3. All other replacement is to be scheduled through the Director of Facilities.

Section 3. Athletic Equipment. Repair and replacement of athletic equipment is the financial responsibility of the athletic fund of each school.