

## **New Community Career & Technical Institute Maintenance, Replacing, and Disposing of Equipment Written Plan**

### Purchasing New Equipment

New Community Career & Technical Institute program staff/instructors submit requests for new and replacement equipment to the Chief Administrative Officer (CAO)/Director regarding purchasing new equipment. The CAO compiles and prioritizes all of the requests from departments and cross references budgeted funds for equipment purchases, ensuring funds are set aside. The CAO and NCC's Finance Department budget funds at the beginning of each year to ensure money is made available to purchase equipment.

### Disposing of Obsolete Equipment

New Community Corporation's Information Technology Department evaluates the equipment to determine if technical equipment is obsolete. Annually, NCC's IT Department assesses the school's equipment. The IT Department generates a list of the oldest equipment recommended for replacement. Along with the CAO, the list is thoroughly reviewed and based on need and condition, a decision is made to dispose of or continue using the equipment.

### Repair and Maintenance of Instructional Equipment

The repair and maintenance of instructional equipment, such as desktop computers, laptops, printers, and projectors, are managed by reporting any problems to the school's IT Department helpdesk. The purpose of the helpdesk process is to facilitate communication and to provide the most rapid restoration of services possible. High priority requests garner an immediate response from the IT Department.

The repair of program-specific and specialized machinery used for instruction is handled through specialized vendors and/or service contracts and is primarily supported by NCCTI budgeted funds for equipment repair. Emergency repairs may need to be expedited through communication with the instructors and CAO to identify funds for the repair or replacement with assistance from NCC's Finance Department. For obsolete equipment and/or equipment that is not economical to repair, the instructor informs the CAO and the CAO contacts the appropriate vendor to pick up and/or dispose of the equipment.