

## **UA Local 290 Apprentice and Journeymen Training Institute Equipment Repair, Maintenance and Replacement Plan**

### **I. Objectives:**

To ensure equipment compliance with UA Local 290 Apprentice and Journeymen Training Institute (AJTI) policies and standards of operation, maintaining optimal equipment conditions for operations.

### **II. Activities to Achieve the Objectives:**

1. Each support and instructional staff is responsible for routine inspection and maintenance of equipment in that department. Equipment used by instructors or students during the instructional process will undergo a thorough inspection prior to the first use of that equipment each semester. Any necessary repairs or maintenance will be done at that time. Limited inspections will be carried out throughout the semester and any needed repairs or maintenance will be carried out.
2. Any equipment that cannot be repaired, has been determined to be unsafe, or has become obsolete will be disposed of properly. Broken or unsafe equipment will be recycled if possible. If not, recyclable it will be sent to the proper waste disposal site. Equipment that is obsolete but may still be useable may be recycled, or sent to the proper waste disposal site.
3. Due to varying technology needs, computers may be deemed obsolete in one area but still be usable in other departments. The demands of some instructional areas include instruction utilizing software that requires computers with higher quality graphics, more memory, and faster processors than other areas on campus. New computers are typically purchased for those reasons and the old computers are cascaded down to other instructional programs for student and instructor use. The old computers from those departments are cascaded down to non-instructional staff. When computers are no longer able to support the needs of those personnel, they are considered obsolete and disposed of through a technology recycling or disposal site.
4. When it is necessary to dispose of equipment, we purchase replacement equipment as soon as possible to allow for continuity of instruction. Routine inspection and maintenance of equipment provides an opportunity for staff to identify equipment that is presenting problems that indicate a need for replacement. That allows staff to plan the disposal and replacement of the equipment and budget accordingly.
5. In situations where equipment must be replaced unexpectedly, funds may be reallocated within the budget to allow for the purpose. In some cases, if the equipment will not be used again during the semester, the purchase of a replacement may be delayed until later to allow research into purchase options or the purchase to be planned in the next budget year.
6. Equipment is inventoried at the end of each year. New equipment is added to the inventory and discarded equipment is removed from the inventory.

**Applicable Laws:**

1. All Equipment and supplies must comply with applicable state law for usage, storage and disposal.
2. All Equipment and supplies must comply with applicable Federal law for usage, storage and disposal.

**III. Roles & Responsibilities:**

1. Routine maintenance will also be completed based on manufacturer’s recommendations and/or regulatory requirements.
2. Responsibility for repairs and maintenance is held by the following:
  - Students will be trained to perform maintenance that would be part of their normal duties in the career for which they are being trained as relative to each class.
  - Instructors will perform maintenance and/or repairs that are within their scope of knowledge.
  - Custodial staff perform minor maintenance and repairs on equipment within their scope of knowledge.
  - The IT Contractor provides maintenance and repair to all computers, printers, network infrastructure and other technology owned by the school.
  - Service technicians perform required maintenance and repair on any equipment that is leased or for which a service contract or maintenance agreement has been purchased.
  - Major repairs beyond the scope of school personnel are handled by experienced contractors.
  - The Director will maintain a maintenance and repair log that includes the type of maintenance or repair, date, and observations about the condition of the equipment.

**INSPECTION TIMELINE**

Outside Building	2x Annually
Inside Building	2x Annually
Equipment Safety	Monthly
Review of Improvements	Annually

**IV. Guidelines for Review & Evaluation:**

The items in this plan and the effectiveness of this plan will be reviewed annually by the Institutional Advisory Committee and Board of Trustees. They will take into account any new equipment or repair/maintenance/replacement requirements to determine if a change in the plan needs to occur.