



Learning Resources

Equipment Maintenance and Disposition Plan

Purpose

Northwest Louisiana Technical Community College campuses shall provide quality training on state-of-the-art equipment. The purpose of this plan is to ensure proper maintenance of equipment and replacing or disposing of obsolete equipment at NLTCC. The written plan is regulated by the Louisiana Property Assistance Agency.

Equipment and the accompanying software, tools, supplies, etc., required to offer quality education will be provided in sufficient quantity and of the quality and nature required to support the instructional programs offered. Requests for new equipment purchases must be relevant to the programs and assist in a substantive way in skill development. Repair and replacement of infrastructure equipment will be based on need.

Implementation

This plan is followed and maintained by the property control manager, the administration and the instructional staff.

Responsibilities

Dean

1. Designates the property control officer for the campus.
2. Reviews annual inventory.
3. Reviews repair request to determine whether replacement is necessary.
4. Reviews request to dispose of equipment.
5. Reviews request for new equipment and determining priority of requests.

Purchasing Agent

Bossier Parish Community College (BPCC) purchasing staff reviews and purchases supplies and equipment based on the Dean's approval for items requiring bid procedures.

Maintenance

1. Ensures general housekeeping and maintenance of buildings and infrastructure is performed in a timely manner.
2. Oversees vehicle maintenance services.
3. Schedules service on vehicles, mowers and tractors as needed.
4. Reviews inventory with the Dean.
5. Initiates required procedures for disposal of obsolete equipment.

Property Control Officer

1. Maintains records of equipment (with tag numbers).
2. Tags new equipment according to Property Control Regulations.
3. Completes inventory of equipment by department annually.
4. Reviews inventory with the Dean.
5. Initiates required procedures for disposal of obsolete equipment.

Individual Instructors and Office Personnel

1. Completes routine maintenance and repair of equipment.
2. Ensures student's safety in use and care of equipment.
3. Maintains clean work areas and/or classrooms.
4. Ensures students maintain clean, safe work areas.
5. Reports any unsafe areas/practices.
6. Maintains and repairs media equipment.
7. Requests new equipment as needed.
8. Prepares for workplace safety inspection in department.
9. Completes property transfer forms when equipment is moved from department.
10. Stores obsolete equipment or unsafe equipment in need of repair in secure area away from students.
11. Reviews current equipment in use with occupational or media services advisory committee members.

12. Makes industrial visits to review equipment in use in businesses.
13. Completes other maintenance as assigned by Campus Dean.

Equipment falls into three categories: Technology Equipment (computers, printers, projectors, etc.), Industrial Equipment (program specific such as welding machines, machine tools, vehicle lifts, etc.), and Infrastructure Equipment (boilers, coolers, etc.). Maintenance of technology equipment is performed by the school IT Coordinator (if applicable) and when necessary, maintenance is secured through vendors. Industrial equipment maintenance is primarily handled by the instructional staff and students of the training program. Infrastructure Equipment is maintained by the maintenance staff.

Procedure

Each faculty and staff member is involved, to one degree or another, in purchasing, inventorying, maintaining, and disposing of instructional equipment on Northwest Louisiana Technical Community College campuses. Specific procedures are enumerated below:

- **Purchasing/Leasing**

Supplies and equipment shall be purchased in accordance with the state policy governing such purchases. Each program/department head or staff member shall be responsible for the requisition of the materials needed to provide quality instruction in his/her program of study. Requisitions shall be turned in to the administrative designee for approval. The administrative designee will forward approved requests to the BPCCC purchasing department for actual purchasing when warranted. Instructors for each program shall be responsible for issuing supplies used in the program.

Northwest Louisiana Technical Community College campuses also have the option to lease selected items (such as copiers, vehicles and equipment needed for short term training or maintenance projects). Appropriate lease agreements shall be on file in the accounting office.

- **Maintenance and Repair**

Maintenance and repair of equipment shall be conducted in accordance with acceptable standards. Routine maintenance and minor repairs shall be the responsibility of the program instructor or staff member. Efforts to repair items shall be made by staff

persons having expertise in the area of malfunction prior to engaging professional repair services when possible. The program instructor or staff member shall determine if the equipment needs repair beyond simple routine operational maintenance. A request for repair shall be made using the Maintenance/Service Work Order Form (R7M-1-01) and given to the appropriate Dean. If bids for repairs are required, they are processed by the BPCC purchasing department.

Selected items shall be repaired through equipment maintenance agreements. All emergency purchases and/or repairs of equipment are made in accordance with the Emergency Procurement Guidelines of the Purchasing Rules and Regulations directive found in the Procurement handbook for State purchasing rules and regulations. This regulation allows for timely repairs of equipment to support safety, efficiency, and continuous instruction.

- Storage and Inventory

Storage space in shops and classrooms shall be limited to the equipment and tools used in the individual programs located in that space. Several designated storage areas may be used to store bulk quantities of paper products and related supplies. Storage spaces shall provide ample storage for obsolete equipment or temporarily out-of-service equipment until it can be processed for removal in accordance with Louisiana Property Assistance Agency (LPAA) guidelines.

- Inventory Tracking

Equipment on the various campuses with a value of \$1000 or more shall be processed in accordance with this plan.

Equipment with a value of \$1000 or more must be and equipment with a lesser value may be at the discretion of the campus Property Control Officer, tracked through an on-line electronic property accountability system called Protégé'. The Division of Administration, through the LPAA, maintains Protégé. Property can be added, disposed, or transferred to LPAA or to other state agencies through this system. The system will allow the Property Control Officer to locate specific items of property as well as to generate printed lists of property by location (building and room number). Such lists are used in conducting routine inventories as well as the annual certification of property required by LPAA and the Legislative Auditors.

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- **Obsolete Equipment**

In accordance with the state Movable Property Accountability Policy, the administrative designee, upon the request of the Property Control Officer and program instructor, shall decide if inventoried equipment is obsolete or damaged beyond repair. If the decision is made to dispose of the property for the reasons cited above, the Property Control Officer will generate a transaction request with LPAA to dispose of the property by dismantling the property for parts, if that is appropriate, or by "scrapping" the property. Prior approval by LPAA is always required before disposing of a particular piece of property.

- **General Supplies**

Individual program instructors and staff members on the several campuses shall maintain sufficient classroom supplies to ensure uninterrupted operation of the campus. Any supplies not available to but needed by the program instructor may be requested using regular campus purchase order policy.

Business and Industry Standards

Northwest Louisiana Technical Community College campuses shall seek to provide training to students using equipment and supplies comparable to those used in industry and business. Program coordinators and instructors shall endeavor to remain educated on the technological changes relative to their program(s). Deans shall seek local support in this area through active College and Campus Institutional Advisory Committees, local Chambers of Commerce, and Economic Development Councils in the service area.

Instructors shall be kept abreast of innovations in equipment and supplies through meetings with the program's Occupational Advisory Committees, workshops, industrial visits, and subscriptions to trade periodicals.

Availability

A copy of this plan will be included in the General Operations and Maintenance Plan for Physical Facilities and made available to students through the Student Services office. As is the General Safety Plan, the General Operations and Maintenance Plan for Physical Facilities is a section of the Personnel Manual which is distributed to all employees. Additional copies are available from the Dean, Safety Coordinator, or Chief Facilities Officer.

Evaluation

This plan shall be evaluated annually. It is the responsibility of the Chief Facilities Officer to ensure that appropriate personnel on each campus have done so, and have submitted any recommendations for changes, additions or deletions. The Chief Facilities Officer is also charged with ensuring that any policy or procedure changes initiated by the LCTCS Board are implemented within 90 days of the change. The Chief Facilities Officer and individual Deans will document their annual Safety and Maintenance Plan reviews to ensure the timeliness of the manuals and this plan. Success of these procedures will be determined by:

- Quarterly Safety/Housekeeping Inspections by instructors
- Quarterly inspections by Safety Representative and Maintenance Supervisor
- Faculty reviews of current equipment in use with occupational or media services advisory committee members
- Annual equipment inventory checks by the Property Control Officer and Maintenance Supervisor

Variations

Many differences in plant equipment, building structure, facilities age, and instructional programs exist within the college's campuses. For that reason, campuses may write individual plan addenda that better account for the unique aspects of their campus facilities. These addenda will be treated in the same way as this plan. For example, all addendums will be reviewed, and updated if necessary, annually. Copies of addenda will be forwarded to the Chief Facilities Officer as they are initially authored or if changed at any time.