

Equipment Maintenance Plan

The Tri-County Regional Vocational Technical School District will schedule, track and compile data on school-wide equipment maintenance. Components of the plan include:

- The Tri-County Regional Vocational Technical School District will use School Dude software to schedule routine maintenance of equipment to begin on certain dates, occur on set intervals, and at a set number of occurrences.
- Staff members will use School Dude to log-on and report any equipment issues or potential equipment issues as they occur. A School Dude work order is electronically sent to the appropriate department, Facilities or IT department.
- The Facilities or IT Director, in cooperation with the staff responsible for the area or department, will assign all maintenance requests (*routine and non-routine*) to the proper personnel for resolution.
- The Facilities and IT Director will assign and prioritize work to staff based on current workload and urgency.
- The Facilities and IT Director will track and maintain inventory and parts used for maintaining or repairing equipment.
- The Facilities and IT Director will track repair history and maintain all warranty information.
- Equipment repairs that cannot be maintained or repaired internally will be contracted to outside vendors or replaced at the discretion of the Facilities or IT Director.
- Equipment deemed unrepairable or obsolete shall be disposed of in accordance with the Tri-County School Districts disposal and surplus procedures and policy.