

**Garnet Career Center**  
**Maintaining, Replacing, and Disposing of Obsolete Equipment Plan**  
**Learning Resources**

**Goals and Objectives**

A well-functioning career and technical center has up-to-date and properly functioning equipment readily available to students and staff. In order to ensure that Garnet Career Center runs smoothly, a plan has been created that facilitates equipment maintenance, replacement, and disposal.

**Activities to Achieve Objective**

- Maintenance: A routine, monthly check of the facility and all custodial equipment, including fire maintenance, is conducted by custodians; electronics and shop equipment are checked and cleaned routinely by students and teachers; all equipment is tracked, checked, and accounted for at the end of each school year.
- Replacement: Purchasing of new equipment is decided upon in annual budget meetings and in advisory council meetings. Discussion with teachers, department chairs, teachers and advisory board will be conducted prior of new purchases.
- Disposal: Damaged or obsolete equipment is sent to a central collection agency within the county school system once it has been removed from the school's inventory lists. Any equipment which can be salvaged is sold at a yearly auction, which brings revenue in to the county school system. The process is as follows for salvageable equipment:
  - a. Offer the equipment to another Career and Technical Education program within the facility at no cost
  - b. Offer the equipment to another Career and Technical Education program at no cost
  - c. Contact the appropriate program coordinator in the Office of Career and Technical Instruction and ask him/her to offer the equipment to other Career and Technical Education programs within the state at no cost.
- New Equipment: The county school system has a list of equipment providers for the school to use. Purchases outside of these providers may be put out to bid. All new equipment is entered into the school tracking program and placed into the school equipment inventory log.
- Postsecondary programs may have opportunities for grants through the West Virginia Department of Education Advanced Career Education program to maintain, update, or purchase new equipment. Instructors are encouraged to apply for grants.

**Steps for maintaining, replacing, and disposing of equipment are as follows:**

1. The West Virginia Department of Education Advanced Career Education department may have grants available to postsecondary institutions. Information is disseminated to the career centers with adult career and technical education programs when available.

2. Replacement equipment funds may also be used for repairs and hand tools. Equipment funds may be carried over from one fiscal year to the next without penalty. Carry-over funds should be spent first.
3. Equipment with an original cost exceeding \$5,000.00 on an individual basis that is purchased with technical and adult education funds must be included in the property record as a fixed asset on the inventory system on WVEIS. Five thousand dollars is the Capitalization Level set by the state.
4. The school may select a control level below \$5,000.00 and this is strongly recommended for Career and Technical Education equipment. It allows for monitoring for internal theft and provides documentation for insurance purposes if the equipment is taken or destroyed as part of a break-in. An inventory that includes items with this lower optional value and their estimated date of obsolescence is also valuable in planning budgets.
5. No equipment of any value purchased in part or in whole by federal and state Career and Technical Education funds shall be disposed of in any manner other than the following:
  - a. Offer the equipment to another Career and Technical Education program within the facility at no cost
  - b. Offer the equipment to another Career and Technical Education program at no cost
  - c. Contact the appropriate program coordinator in the Office of Career and Technical Instruction and ask him/her to offer the equipment to other Career and Technical Education programs within the state at no cost.

If none of these entities request the equipment, a request for disposal is presented to the Maintenance Department located at Crede, WV, where a yearly equipment auction is held, open to the general public.

### **Personnel Responsible for Overseeing Plan**

Instructors

Custodians

Administration

Maintenance Department