

**EQUIPMENT & FACILITY MAINTENANCE, REPAIR, UPDATING &
REPLACEMENT
CAREER/TECHNICAL EDUCATION
BALDWIN COUNTY BOARD OF EDUCATION**

To ensure that skills taught in career/technical education courses are consistent with prevailing business and industrial standards, the following procedures for maintenance, repair, updating, and replacement of equipment and facilities are utilized by the Baldwin County Board of Education.

Equipment Maintenance and Repair

Each instructor , as needed, will submit an equipment maintenance or repair request form stating the item and an estimate of cost for parts and service, if known, to the coordinator/ Administrator. The coordinator/administrator shall determine who will make the repairs and if it is cost effective.

Each instructor will develop a periodic preventive maintenance schedule for cleaning, changing filters, greasing and oiling equipment, etc. and follow it. This schedule should consist of any duty to keep Career Technical equipment at peak performance.

The coordinator/administrator or designee shall periodically inspect labs and classrooms to determine if tools and supplies are properly stored, equipment is kept in good repair and properly used, safety requirements met, etc. It is the responsibility of the coordinator/ administrator and each instructor to work to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable condition.

Equipment Updating and Replacement Procedures

The instructor's, for each department, will develop, complete, and utilize, a needs assessment form to determine when instructional supplies, textbooks, or equipment should be replaced or updated. Instructors shall utilize their state equipment list, curriculum guides, advisory committee recommendations, and state career technical education specialist to help determine their current and future equipment, textbook, and instructional supplies needs. The needs assessment will be submitted on an annual basis to the Career Technical Coordinator.

The instructor's prepare an annual budget for each instructional program. All local, state, and federal career/technical education funds allocated for each department shall be reflected in the budget. When possible, consideration should be given to setting aside a portion of funds for large, long-range expenditures that may be needed to update equipment. Local school administrator should approve a program budget on an annual basis and submitted a copy to the career technical coordinator.

Purchase orders are requested for all goods and/or services purchased in the name of Baldwin County Career/Technical Education Department. Guidelines for use of purchase orders are found in the Career Technical Department Red Book.

Facility Maintenance:

Instructors will report facility maintenance needs on building maintenance request forms to the administrator on campus. The administrator will forward the request to the Board of Education maintenance supervisor if the repairs cannot be handled by the schools maintenance personnel. Requests for major repairs, building modification, or additions shall be submitted by the coordinator/administrator to the superintendent and/or Board. The superintendent must approve minor alterations, which involve changing the original building plans.

Care of Facilities and Equipment

Each instructor must ensure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated and should be reported to the administration.