



## ADMINISTRATIVE PROCEDURE

**FT112**

### **Disposal of Surplus, Damaged or Obsolete Furnishings and Equipment**

**Board Received:** September 29, 2014

**Review Date:** October 2017

#### **Accountability:**

1. Frequency of Reports – As needed
2. Severity Threshold – As needed
3. Criteria for Success
  - Surplus Furnishings and Equipment are redirected and/or disposed of in a timely fashion
  - Reduced storage of obsolete furnishings and equipment in vacant schools
  - Reduction of human and other resources to sort, move and store surplus furnishings and equipment

#### **Procedures:**

The Grand Erie District School Board will do its utmost to provide quality furnishings and equipment to schools. To achieve this, consideration to the value of any surplus item will be given, followed by striking a balance between the time and effort required to sell something, the control of the goods during the process and the eventual revenue that may be realized. When furnishings and/or equipment are no longer useable or obsolete, the Board will consider environmentally-friendly practices to dispose of the items.

#### **1. SCHOOL/SITE CLOSURE**

- a) The Transition Team including affected administrators, staff and supervisors shall identify furniture and equipment which may be required by relocated students and staff. Retrieval or delivery of these goods must be arranged through central services staff within six (6) weeks following the facility closure.
- b) Items not required by relocated students and staff will be displayed by central services staff at the closed facility for a specified time period not to exceed 48 hours to permit administrators and staff from other facilities an opportunity to select and tag items on a “first come-first served” basis. Notice of the available furniture and/or equipment will be provided to all school administrators by email at least seven days prior to the period for viewing.
- c) All selected items will be assessed by central services staff from Facility Services, ITS Services and Purchasing Services to ensure compatibility with building systems, regulations and site or facility restrictions before they are released or delivered. Items which cannot be modified to meet compatibility standards will not be moved or permitted in the new location.
- d) Pictures and descriptions of all available items will be placed on the internal staff portal by the Transition Team for interested schools to view and request.
- e) Flags will be properly removed/disposed of according to Federal regulations.

- f) Commemorative material will be placed at the facility of the relocated students and staff whenever appropriate. Material which has historical significance will be stored in the Board's archives for safekeeping or delivered to the appropriate agency.
- g) Furnishings and equipment not identified in the above steps for student/staff use or archival storage will be disposed of by central services staff using one of the methods listed in Item 3.

## **2. UPGRADED FURNISHINGS OR EQUIPMENT**

- a) Surplus equipment arising from a school's purchase of upgraded items will be disposed of by central services staff who will work with school or support staff to make the following determinations:
  - 1. the item's value
  - 2. appropriateness for continued use of the surplus item at another location within system
  - 3. appropriateness for sale of the surplus item to public or use as a 'trade in' to suppliers
  - 4. appropriateness for disposal of the surplus item
- b) Where one or more of the board schools wish to obtain a surplus item of another school, each interested school will be required to make their interest known and the principals involved will work out where the surplus items will go. Should the school principals not be able to reach consensus on the distribution, the superintendent for the family of schools will make the final determination.
- c) Where items are sold to an external purchaser, proceeds from the sale of surplus equipment, less an administrative fee of \$25.00 will be deposited to the selling school's general account. Where the surplus items result from a school closure, the proceeds will be directed to the consolidated school(s) in proportion to the students transferred.
- d) Pictures and descriptions of all available items will be placed on the internal staff portal by the central services or school for interested schools to view and request
- e) Receiving schools will be required to pay for the cost of private movers on items that are too heavy or bulky for facility staff to move and may sustain the costs of upgrades to their facility to accommodate the item, e.g., electrical, plumbing, etc.
- f) External purchasers are responsible for obtaining independent qualified professional advice or services, e.g., electrical, plumbing, etc.
- g) External purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied
- h) All furnishings and equipment declared surplus to any school must go through this process

## **3. SURPLUS ITEMS NOT REQUIRED BY SYSTEM**

- a) Items with capital value or general usefulness
  - a. Online Auctions managed by GEDSB or a third party as available:
    - i. External purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied.
    - ii. Board approved auctioneer online site (external purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied)

- b) Community Open House where items will be offered for little or no cost (external purchasers are advised that all items are sold “as is, where is” with no warranty expressed or implied)
- c) Salvage operator will be contracted to dispose of any leftover items.

#### **4. DISPOSAL OF E-WASTE**

- a) Collection of e-waste will be centrally managed through Facility Services’ Work Order System. Schools with damaged or obsolete electronic waste should complete a work order to have it picked up and brought to Facility Services for recycling/disposal.
- b) Electronic waste includes but is not limited to: printers, computer towers, monitors, computer accessories (i.e keyboards, mouse) projectors, laptops, cameras, televisions, stereo equipment, VCRs/DVD players, etc.
- c) Appliances not accepted within this program.