



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-11.10 (rev. 1)
DATE: August 29, 2012
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**SUPERSEDES: OP-11.10
February 1, 1991**

OPERATING PROCEDURES

SUBJECT: REPAIR OF EQUIPMENT

AUTHORITY: Superintendent Directive (SD)-11.08, "Control of Physical Property"

Reference: TDCJ Administrative Directive (AD)-14.31, "Accountability for TDCJ Property"; TDCJ Property Manual (Infopac)

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD is responsible for maintaining the equipment in the education department at its optimum level of performance.

PROCEDURES:

I. Repairs to Equipment - WSD

If the repair is coordinated through the Warehouse, the repair is charged to the regional budget and all related paperwork is handled by the WSD Business Office. Either the vocational or academic department's budget of that region will be charged, based on the location of the equipment. Repair of equipment located in administrative offices will be charged to their respective budgets.

There are three methods of securing the repair of WSD equipment.

A. Minor Repairs to Equipment Performed by the Instructor at the Unit Location

- 1. If, during regular daily inspections, the instructor discovers a minor deficiency that can be corrected, the instructor shall make the repair.**
- 2. If the repair requires parts that are not available locally, a BU-89 shall be submitted with an itemized list of parts needed to repair the equipment. Purchase of the parts shall be handled by the Warehouse staff and parts**

shall be shipped to the department that houses the equipment needing repair. If, however, the repair is more serious, the instructor is to ship the equipment for repair following the procedures established in this policy.

3. If during any safety audit, a deficiency is noted by the safety officer, other actions are required.
 - a. If the repair is minor, the instructor may elect to make the repair on site.
 - b. If the repair is of a more serious nature than the instructor is qualified to perform, the equipment shall be red tagged, taken from service, and shipped in for repair following the procedures established in this policy.

B. Equipment Repaired by an Outside Source at Vendor Location

This procedure concerns portable hand tools and small pieces of equipment.

1. The principal, or his/her designee, completes the Temporary Fixed Asset Transfer Form (BU-89), one form per item. The BU-89 may be requested from the WSD Warehouse (stock item #331).
 - a. The unit is responsible for completing this form identifying the item by property number, serial number, and property description. If the item is unnumbered, use the engraved number as the property number.
 - b. An explanation concerning the problem with the item is required.
 - c. The name and number for both the location and department that the item is assigned to must be noted. Name the specific department (welding) versus vocational.
 - d. The distribution of the BU-89 copies is indicated on the bottom of the form.
2. When received at the Warehouse, the form is checked for completion and filed in that unit's folder.
 - a. The item is delivered to the appropriate repair dealer who provides a repair ticket.
 - b. The dealer repair ticket is returned to the Warehouse and attached to the BU-89.
 - c. The repair dealer notifies the Warehouse that repairs have been

made or that the item cannot be repaired. The item is picked up from the repair dealer and returned to the Warehouse.

- d. A copy of the BU-89 and any history of repairs are forwarded to the fixed asset manager for budget coding. All paperwork is then forwarded to the Purchasing Department where the purchase order is completed. The process is finalized with the payment to the vendor by Accounts Payable.
 - e. Warehouse staff completes the BU-89 by adding the date the item was returned as well as the assigned purchase order number for future reference.
3. The repaired item is returned to the unit along with the white copy of the BU-89. The BU-89 is signed by the principal, or his/her designee, and returned to the Warehouse.
 4. If the item is uneconomical to repair, it will be noted on the BU-89 and the item will be deleted.
 - a. The BU-89 is returned to the original shipping location for the signature of the principal, or his/her designee.
 - b. The signed BU-89 is then returned to the Warehouse.
 - c. The assistant warehouse manager (repair coordinator) shall complete the Deletion Request and Disposal Verification Form to delete the item(s) and shall forward this form to the fixed asset manager, who shall complete the deletion process in the financial system.
 5. Six weeks after transferring tools to the Warehouse for repairs, status checks can be made by calling the repair coordinator.

C. Equipment Repaired by an Outside Source at Unit Location

This is applicable to equipment in need of repair which is considered stationary, such as air compressors, table saws, planers, and drill presses.

1. If a stationary piece of equipment needs to be repaired, the principal, or his/her designee, shall call the repair coordinator or the Warehouse manager and give the following information:
 - a. Type of equipment;
 - b. Brand name;

- c. Model number;
 - d. Property number;
 - e. Serial number; and
 - f. Location.
2. The principal shall fill out a BU-89 and mail it to the WSD Warehouse.
 3. Once received, the repair coordinator shall notify the unit of how to proceed.
 4. The repair coordinator shall contact the appropriate vendor to establish a specific date and time for the vendor representative to be on the unit, and notify the principal, or his/her designee.
 5. After work has been completed, the principal, or his/her designee, shall mail all paperwork received by the repair vendor to the repair coordinator at the Warehouse so the accounting process can be completed.
 6. Should a vendor not be available for repair at the unit location, the repair coordinator shall notify the principal of the procedure to use for repair.

II. Repairs to Equipment - College/University

- A. College/university instructors are required to comply with all Texas Department of Criminal Justice (TDCJ) and WSD policies related to the repair and maintenance of vocational equipment and facilities.
- B. College/university instructors shall participate in the routine maintenance of WSD and TDCJ equipment in addition to equipment purchased directly by the college/university. Equipment must meet all safety requirements.
- C. Equipment purchased by the college or university shall be the property of the college/university and identified as such. This equipment shall be consistent with the equipment purchased for similar programs on campus.
- D. Equipment located in vocational training shops shall be shared between the WSD and college classes regardless of ownership. The use of all equipment shall be limited to curriculum objectives.
- E. If the vocational program is a college stand-alone shop, the college instructor is responsible for the equipment repairs.
- F. If the vocational shop is shared between WSD and college, the college instructor, depending on the type of college owned equipment, can either handle the repair off premises or send it to the WSD education warehouse for repair. The

college/university instructors are expected to furnish the same documentation required of the WSD instructors.

- G. If the repair of equipment is handled by the WSD education warehouse, the cost will be expensed to the college/university through a Memorandum of Understanding (MOU) with WSD.
- H. Any specific documentation required by the colleges or universities to satisfy their own accounting system will be in addition to the documentation required by TDCJ and WSD policies.

* Signature on file _____
Linda Goerdel
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Business Services