

WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-11.10 (rev. 1)
August 29, 2012

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

APPLICABILITY: Windham School District (WSD)

POLICY:

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

DEFINITIONS:

"Repair Coordinator" is an administrative position in the WSD Warehouse responsible for providing guidance, determining the feasibility, and best course of action related to WSD equipment repairs.

"Temporary Fixed Asset Transfer" (TFAT) form is used for repairs. The TFAT (BU-89) form may be obtained from the WSD Warehouse (stock item #331).

PROCEDURES:

I. Repairs to Equipment - WSD

All WSD equipment repairs to include warranty service, should be coordinated through the repair coordinator. The repair coordinator will review each request and determine the best course of action for the repair. A unit equipment repair coordinated through the repair coordinator, is charged to either the academic or vocational field budget and all related paperwork is handled by the WSD Business Office. 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 TFAT (BU-89; stock #331) form shall be submitted to the repair coordinator with an itemized list of parts needed to repair the equipment. Purchase of the parts will be handled by the repair coordinator and parts will be shipped to the unit location for the equipment repair. If, however, the repair is more serious, the instructor will ship the equipment to the WSD Warehouse 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, the equipment shall be red tagged, taken from service, and shipped with a TFAT (BU-89) form to the WSD Warehouse for repair following the procedures established in this policy.

B. Equipment Repaired by an Outside Source at Vendor Location

This procedure includes but is not limited to portable hand tools and small pieces of equipment.

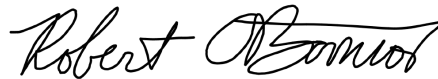
1. The principal, or designee, completes a TFAT (BU-89), one form per item.
 - A. The form must identify the item by property number, serial number, and property description. If the item is unnumbered, use the engraved number as the property number.
 - B. An explanation concerning the problem with the item is required.
 - C. The name and number for both the location and department that the item is assigned must be noted. Name the specific department (welding) versus vocational.
 - D. The distribution of the TFAT (BU-89) copies is indicated on the bottom of the form.
2. When received at the WSD Warehouse, the form is checked for completion and filed in that unit's folder.

- A. The repair coordinator delivers the item(s) to the appropriate repair vendor who provides a repair ticket.
 - B. The vendor repair ticket is returned to the repair coordinator and is then attached to the TFAT (BU-89) on file.
 - C. The repair vendor notifies the repair coordinator that repairs have been completed or that the item cannot be repaired. The item is picked up from the repair vendor by the repair coordinator and returned to the WSD Warehouse.
 - D. The repair coordinator will complete a direct pay voucher using appropriate budget codes and obtain appropriate approval signatures. The process is finalized with the payment to the vendor by Accounts Payable.
 - E. The repair coordinator completes the TFAT (BU-89) by adding relevant information pertaining to the repair for future reference.
3. The repaired item is returned to the unit along with the white copy of the TFAT (BU-89). The form is signed by the principal, or designee, and returned to the WSD Warehouse.
 4. If the item is uneconomical to repair, it will be noted on the TFAT (BU-89) and the item will be deleted.
 - A. The TFAT (BU-89) is returned to the original shipping location for the signature of the principal, or designee.
 - B. The signed TFAT (BU-89) is then emailed to the WSD Warehouse.
 - C. The repair coordinator will complete the Deletion Request and Disposal Verification Form to delete the item(s) and forward this form to the fixed asset manager, who will complete the deletion process in the financial system.
 5. Six weeks after transferring tools to the WSD Warehouse for repairs, status checks can be made by contacting the repair coordinator.
- C. Equipment Repaired by an Outside Source at Unit Location

This process 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 designee, will email or call the repair coordinator and provide the following information:

- A. Type of equipment
 - B. Brand name
 - C. Model number
 - D. Property number
 - E. Serial number
 - F. Location; and
 - G. Explanation of repair
2. The principal will fill out a TFAT (BU-89) and email it to the repair coordinator to request repair approval.
 3. The repair coordinator will assess and provide the unit with instructions on how to proceed.
 4. The repair coordinator will contact the appropriate vendor to establish a specific date and time for the vendor representative to be on the unit. The principal, or designee and the unit warden are notified of the scheduled time to secure unit clearance for the vendor.
 5. The principal or designee must email the estimate to the repair coordinator to obtain approval prior to starting the repair.
 6. After work has been completed, the principal, or designee, shall scan a copy of the completed TFAT (BU-89) and backup documentation (including repair ticket and invoice) to the repair coordinator so the accounting process can be completed.
 7. Should a vendor not be able to repair at the unit location, the repair coordinator shall notify the principal of an alternate procedure to use for repair.



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