



Policy Name:	Equipment Plan
TBR Policy Number:	N/A
TCAT-D Policy Number:	FM-100
Effective Date:	December 2015
Date of Last Revision:	November 9, 2021
Date of Last Review:	October 6, 2021
Functional Area:	Facilities Management

Maintaining and Replacing Equipment Plan

Introduction

Tennessee College of Applied Technology – Dickson (TCAT-Dickson) has in place a plan for maintaining and updating current operational training equipment/machinery and disposing of obsolete or inoperable or unsafe equipment. The purpose of this plan is to insure safe and operable equipment for student training and to dispose of equipment that is no longer acceptable for safe use or student instruction.

Goal

The primary goal of this plan for maintaining or replacing old obsolete equipment is to insure that each student is provided an opportunity to receive training on equipment that is safe and operable.

Strategies

The following strategies have been included in this plan to help insure that these goals are being met:

- **Adequate Supplies and Equipment:** Proper equipment and adequate instructional supplies and non-instructional supplies are available to support the instructional program on an as needed basis. As an instructor identifies program needs, orders are placed within the Jaggaer system.

Basic equipment and instructional supplies are based on need with each program receiving a supply budget each year. The equipment needs are determined by the instructor and President during budget preparation. The instructor may get input from the Advisory Committee.

- **Methods of Funding to Maintain/Repair Equipment:** The College provides funds from its regular operating budget for the maintenance and repair of equipment. Primarily all maintenance or repairs on equipment is paid for out of the general Renewals and Replacements account. For extremely high cost repairs, the President can contact the

system office and request funding through the Extraordinary Equipment budget. Funding can come from other sources, such as special grants or bond issues.

- **Methods of Maintaining and Repairing Equipment:** Regular maintenance checks are performed on training equipment by instructors to ensure safety and proper operation of the equipment for students. Each instructor keeps a record of maintenance checks and repairs.

The instructor notifies the supervisor immediately of any equipment that requires repairs. Most equipment is returned to the company from which it is received or to an authorized dealer if the College cannot repair the item. The College is careful not to void any warranty on equipment by trying to perform repairs. Equipment that is under warranty will be returned to the vendor for repairs.

When repairs can be made on equipment in house, then the most applicable program checks the equipment. This is considered a live work project for training purposes to help the students build experiences for the real world work responsibilities.

When the job cannot be done by any of the programs on campus, TCAT-Dickson will contact other TCATs that may have a similar training program for assistance. All lease agreements on equipment will include maintenance/service repairs. The instructor of the respective program keeps this information.

Materials, parts, and service are purchased through the normal purchasing procedures.

- **Storage Space for Tools and Equipment:** Adequate storage space is available for tools and equipment within or close to the training area. Obsolete equipment is sold using Policy # 4-02-20-00 – Subject: Disposal of Surplus Personal Property.
- **Procedures to Select and Purchase Equipment and Supplies:** TCAT-Dickson follows the Tennessee Board of Regents guidelines on purchasing equipment and supplies. Any items \$10,000.00 or over must have at least three bids for price quotations on each item of equipment with the specifications that meet the grade and type of equipment used by business or industry and/or that is proposed by the program Advisory Committee. All new equipment must meet OSHA standards. The lowest bid is accepted if all the specifications

are met. Purchases over \$50,000.00 are bid by the Service Center by accepting the lowest bidder who meets the specifications.

Some supplies and/or equipment can be purchased from an industry with a State of Tennessee purchasing contract agreement since the state has already satisfied the bid requirement.

Once the equipment is delivered to TCAT-Dickson, it is checked immediately to make sure all specifications are met and that the equipment is in proper working order. If equipment is checked and determined not to be in proper working order it is sent back for a replacement or an industry representative comes to make the proper repairs on the new equipment.

Instructors may use advisors to make suggestions for equipment purchases and to ensure that the equipment complies with industry standards. Instructors are encouraged to visit industries and business and read trade journals to stay current with the needs of industry and the profession.

- **Inventory System to Account for Location and Disposition of Equipment:**

Capital Equipment (\$5,000.00 or above)

TCAT-Dickson maintains information on equipment \$5,000.00 and above. These tags identify all equipment that belongs to TCAT-Dickson. It is the instructor or department chair's responsibility to certify that all equipment in the respective area is accounted for or that items are no longer available due to surplus, missing, scrapped. Everyone is expected to adhere to the inventory system policies.

Sensitive Equipment (Up to \$4,999.99)

TCAT-Dickson maintains an inventory on all sensitive equipment items that cost up to \$4,999.99. This inventory is listed by programs or department areas. Some small tools are coded by etching or painting the item. It is the responsibility of each instructor or department head to promptly report any possible loss or definite loss equipment and to account for the movement of any equipment from one program to another program or area. The movement of any equipment must be properly documented.

- **Disposal of Obsolete/Non-Functional Equipment:** Equipment that is no longer functional for the needs of TCAT- Dickson will be surveyed and properly disposed of or donated to other Tennessee Board of Regents Institutions. Any equipment that is functional or marginal will be first offered to other TCATs or community colleges. Any equipment not wanted by other TBR institutions will be disposed of through TBR policy 4-02-20-00. One of the following reasons for justification must be attached to the request to dispose of the item:
 - Obsolete
 - No longer usable by TCAT-Dickson
 - Unable to justify cost of maintenance
 - Unsafe

Transfer or Removal of Equipment

TO: Facilities Coordinator

Date _____

From: _____

Department _____

Action Requested:

____ Transfer within Departments

____ Transfer to another TCAT

All equipment transfers must have a Transfer or Removal of Equipment form completed within 24 hours and submitted to the Vice President or the Facilities Coordinator before removing from the department. Physical transfer is the responsibility of the department receiving the item.

The following equipment is transferred or removed from

From Room # _____	To Room # _____	Description	TCAT Tag # _____	Condition	Initial

Transfer: ____ Permanent Transfer ____ Temporary Transfer

____ Inoperable ____ Obsolete ____ Too costly to repair

Other _____

Approved: President _____

Date: _____

Surplus of Equipment

To: Facilities Coordinator

From: _____ Department: _____

Date: _____

All equipment declared Surplus by a department or office must have a Surplus Equipment Form completed and sent to the Facilities Coordinator. The department declaring the equipment as surplus is responsible for completing the form and contacting the facilities department to remove the equipment from his/her department.

THE FOLLOWING EQUIPMENT HAS BEEN DECLARED AS SURPLUS:

TCAT Tag # _____	Serial #	Description	Initials

Explanation: ___ Obsolete ___ Inoperable ___ Too costly to repair

Other _____

Approval: President _____

Date: _____