



SARASOTA
COUNTY SCHOOLS



**Maintenance, Replacing &
Disposing of Obsolete Equipment**

REVISED 1/25/2017

SUNCOAST TECHNICAL COLLEGE MAINTENANCE, REPLACING & DISPOSING OF OBSOLETE EQUIPMENT

Suncoast Technical College has a written plan for maintaining equipment, for replacing and/or disposing of obsolete equipment which aligns directly with the school district's protocol. Each year staff may submit requests for new and replacement equipment to their program manager or their assistant director. The assistant directors compile and prioritize all of the requests from their departments. An overall prioritized list is developed and brought to the senior administrative staff meeting. The administrators work together to determine ways to allocate the available funds. During this time, the final priority order of purchases is planned. The STC Network Technical Specialist evaluates the equipment to determine if any surplus equipment that is still functional can be transferred to another location or if the equipment is to be marked as obsolete. Annually the network specialist assesses the school's inventory equipment to identify the equipment that is 4 to 5 years old. The specialist generates a list of the oldest equipment recommended for replacement. Along with the assistant director, the list is then thoroughly considered based on its needs and demands to ratify the purchase. The final list, Refresh List, is then presented to the director for final approval.

The repair and maintenance of instructional equipment, such as ActivBoards/ActivPanels, desktop computers, laptops, printers, and projectors, are managed by reporting any problems through the school district's online "Help" system or calling the School Board Technology Service Desk. The service

desk then routes the request to school-based technology staff with details about the specific problem or challenge. The core mission of the service desk is to facilitate communication and to provide the most rapid restoration of services possible. High priority requests garner an immediate response from school-based and/or school district technology support.

The repair of program-specific and specialized machinery used for instruction is handled through specialized vendors and/or service contracts and primarily supported by STC general budget or department allocated funds.

Emergency repairs may need to be expedited through communication with program managers and assistant directors to identify funds for the repair or replacement. Funding for emergency repairs or replacement comes from both internal and school district accounts.

For obsolete equipment and/or equipment that is not economical to repair, the instructor informs the school based technology support team. The support team completes a "Deletion of Property Report" and "Equipment Pickup/Delivery Request" that is then signed by the assistant director. The forms are submitted to the School District Fixed Assets Department. Items with the Property Record number must be deleted from the school's (cost center) inventory prior to pick up by the equipment movers. The items are collected during scheduled pickup days and redistributed to other sites, considered surplus or obsolete in which they are auctioned to the public.

Enhanced **HELP!** desk

Write your own ticket!

1

Open Internet Explorer. Type the word **help** into the address bar and press **Enter**

The first time you use **HELP!**, you must update your Profile. After going to the **HELP!** site, click on the **My Profile** tab and fill out the required boxes and then **Save and Exit**.

*Note: You will only need to do this the first time you use **HELP!** or if your information changes.

The screenshot shows the 'User Request' form with the following fields:

- Affected Person:** Name (JANE SMITH), Phone, Email (JANE_SMITH@exmail.sarasota.k12.fl.us), Rooms.
- I need Help with ...:** A dropdown menu.
- Location:** A dropdown menu.
- Additional Information:** A text area.
- Attach File:** A file upload field.
- Buttons:** Save and Submit, Cancel.
- Requests:** A section with an 'Open' dropdown.

Now you're ready to create your ticket...

2

I need Help with ...

- Applications
- Trakker/TAG
- Select -

 Click on the Drop Down Menu and select what you need help with. When more Drop Down menus appear, be sure to select an option in them.

3

Location: Ada Vista Elementary

- Additional Information: Add any extra information if needed.

 Your location should automatically show up since you updated your profile the first time you logged in.

4

Click Here

5

All of your tickets will show up below **Requests**

*When you type **HELP!** into the address bar you are automatically logged in because you signed on to your computer with your **A#####**

*You can still email **TSD Support** or call **4HELP**

From: Manas Sydney
Sent: Wednesday, December 07, 2016 3:02 PM
Subject: Surplus Pickups - January 17-20 2017

Good afternoon,

District-wide surplus pickups will begin on January 17, 2017.

Cost centers must submit a [Pickup / Delivery Request Form](#) by Tuesday, January 10, 2017. Requests received after this deadline will not be picked up at this time. They will be placed on the list for a future surplus pickup.

Items with a Property Record number must be deleted from the cost center's inventory **prior** to pick up. Please submit a [Deletion of Property Form](#) in addition to the Pickup Request form.

Forms may be ponied or emailed (see contact information below).

General guidelines for declaring surplus and pickup:

- Prohibited items include software, books, computers or office supplies
- File cabinets must be unlocked and empty. Tape the key to the cabinet, if available.

Thank you,

Sydney Manas
Administrative Assistant / Bookkeeper
The School Board of Sarasota County, Florida

Materials Management / Fixed Assets
101 Old Venice Road
Osprey, FL 34229

Phone: 941-486-2193 Ext. 68420