

DISPOSAL OF DIVISION FURNITURE, EQUIPMENT OR MATERIALS

Background

Changes in school programs or requirements can result in surplus or obsolete furniture, equipment or materials.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

Procedures

1. Disposition of furniture, materials and equipment, exclusive of computers.
 - 1.1 Principals will review the inventory of furniture, materials and equipment in their facility **in** September and March to determine whether items are obsolete or surplus to the school needs.
 - 1.2 A comprehensive list of furniture, materials and equipment no longer required by the school/facility will be submitted to the Secretary-Treasurer for review by end of September and March.
 - 1.3 The Secretary-Treasurer or designate will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
 - 1.4 The Secretary-Treasurer will determine what furniture, materials and equipment are to be destroyed, discarded, sold or left to the school to be disposed of.
 - 1.5 Whenever feasible, furniture, materials and equipment of exceptional value will be disposed of by public auction or by sale through a secure online auction service or as approved by the Secretary-Treasurer.
 - 1.6 Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division accounts.
2. Computer Recycling and Disposal:
 - 2.1 Desktop computers have been determined to have a useful life of five (5) years. Desktop computers that are removed from the Division schools and offices will be cleaned and brought to recycling.
 - 2.2 Laptop computers have been determined to have a useful life of three (3) years. Laptop computers that are removed from schools will be made available to the public at a fair marketable price to be determined in consultation with the technology department.

2.3 Guidelines for the sale of laptop computers:

- 2.3.1 Laptops identified for sale, will be thoroughly cleaned of all software and data and the original operating system reinstalled.
 - 2.3.2 Stakeholders and the public, in the communities where the Division has schools, will be notified of the computers for sale and the method in which they will be sold.
 - 2.3.3 Because computers were purchased with public funds, members of the public will have equal access to purchase computers made available for sale. Although not excluded, Division employees, students, and families, will not be given priority.
- 2.4 Laptop computers that are not sold will be donated to charitable organizations, provided the charitable organization pays shipping/handling costs.
- 2.5 Laptop computers not sold or donated to charitable organizations will be brought to recycling.
- 2.6 All revenue derived from the sale of computers shall accrue to the Division's Ever-Greening Technology Account.

Reference: Section 60, 61, 113, 116, 200, 201, School Act