

CONDEMNATION AND REPLACEMENT OF EQUIPMENT AND FURNISHINGS

1. **School Discretionary Capital (0995)** should be used for smaller capital improvement projects that enhance the instructional programs of the school. Equipment can be purchased from these funds, but should be a lower priority.
 - a. All facility projects will need to be reviewed and approved by the Architectural and Engineering Services and School Accountability Services departments (Administrative Memo #99).
 - b. As of late, the annual budget has been:
 - i. Elementary Schools - \$4,000.00
 - ii. Junior High Schools - \$6,000.00
 - iii. Senior High Schools - \$8,000.00
2. **Technology Funds** are created from district capital funds and designated for technology purchases and upgrades. These funds must be spent for instructional technology and computers that directly benefit students (call Linda Mariotti's office at 646-4513 if you have any questions).
 - a. Equipment purchased with technology funds must also be replaced with technology funds.
3. **School Level Condemnation and/or Equipment Replacement (0998) Funds** (equipment under \$1,000 and not listed on district asset list). Funds can be saved over multiple years for larger projects. Prior approval is required by sending an email to Don Adams dladams@graniteschools.org and Mitch Robison mdrobison@graniteschools.org with a description of the proposed usage and amount to be rolled over.
 - a. Funds are distributed from the Capital Committee to the schools for the replacement of smaller and/or less expensive pieces of condemned or obsolete equipment and furnishings.
 - i. Condemned and surplus equipment is still transferred to the surplus warehouse; however, you have the option of determining the most appropriate replacement and /or upgrade, within established purchasing guidelines for your school.
4. **District Condemnation (0991) Funds** (equipment over \$1,000 and listed on district asset list)
 - a. Funds should be used to replace larger and/or more expensive pieces of condemned equipment (i.e. copy machines, kilns, carpet extractors, teacher desks, student chairs/desks, lunch tables, etc).
 - b. Requests for replacement of condemned equipment and/or furnishings must be accompanied by the **original copy of the GSD Equipment Transfer/Condemnation form indicating that the equipment has been condemned. This form must be signed by the foreman/supervisor who is responsible for condemning the equipment. The white copy of the form should be sent to the executive secretary in Support Services.**
 - c. Requisitions for replacement of condemned equipment must be made within 90 days from the date the item was condemned.
 - d. In most cases condemnations will be performed by the Maintenance Department foreman/supervisor normally involved with the repair of those items in question.
 - e. Donated equipment **will not** be replaced with condemnation funds.

5. **Exceptions:**

- a. New (out-of-the-box) donated equipment, that substantially benefits the school or district and is consistent with the approved district equipment list, can be condemned and replaced from school condemnation funds (0998).
- b. Used equipment that is donated or purchased as used, **will not be condemned or replaced.**
- c. Obsolete equipment (still in working order) may be declared surplus. If you wish to replace the obsolete equipment with newer equipment you may use school condemnation funds (0998) for this purpose.
- d. Equipment purchased through special program funding (i.e. Special Education, CTE, ET, Title I, Head Start, Drug & Alcohol, etc.) will need to be replaced from the original funding source. Exceptions may be made for equipment (consistent with the approved district equipment list) that was purchased new as part of an awarded grant to the school.
- e. Equipment normally repaired by contracted services, (e.g. appliances) should include a repair estimate and cost of replacement. In most cases, the cost of repair should not exceed 70% of replacement cost, unless repair parts are no longer available.

Following is a chart outlining the person to contact when having a piece of equipment condemned and the funding source for replacement of the equipment:

Contact for Condemnation	Type of Equipment	Fund 0995	Fund 0998	Fund 0991	Other Funds
CTE Director	CTE computers, shop equipment, appliances, etc.				CTE budget
Bates Food Center	Food prep equipment (not part of facility)				Food Services budget
Carpentry Shop Foreman	Furniture (student desks & chairs, teacher desks, etc.)			Capital condemnation budget	
Compliance Dept. Coordinator	Ladders, scaffolds, other safety equipment issues			Capital condemnation budget	
Custodial Services Supervisor	Stage curtains, washer & dryers (not Food Services equipment)			Capital condemnation budget	
Electrical Shop Foreman	Kilns, generators			Capital condemnation budget	
Electronics & Media Manager	Copy machines			Capital condemnation budget	
Electronics Manager	Intercoms, sound systems, audio visual equipment			Capital condemnation budget	
General Maintenance Supervisor	Custodial and fixed shop equipment			Capital condemnation budget	
Security Systems Foreman	Wireless radios, camera surveillance, access control DVR's			Capital condemnation budget	Security Systems budget

Contact for Condemnation	Type of Equipment	Fund 0995	Fund 0998	Fund 0991	Other Funds
Musical instruments Music Specialist	Musical instruments				Music Specialist's budget
Paint & Interiors Foreman	Window roll-up blinds		School condemnation budget		
Plumbing, Heating, & HVAC Foreman	Non-vocational appliances, central kitchen appliances			Capital budget (non-vocational appliances)	CTE budget Food Services budget
Carpet Foreman	Carpet				Carpet budget
Secondary P.E. PE Specialist	Sports, equipment (not part of facility)				Athletic specialist's budget
Information Systems Manager	Computers, servers, monitors, etc.		School condemnation budget		Info Systems replacement schedule, Educational Technology budget
Phones Manager	Desk phones and phone equipment				Info. Systems budget
Instructional equipment not covered above Teaching & Learning Specialists	Instructional equipment				Teaching & Learning specialist's budget