

**Disposal / Distribution of Damaged / Surplus Furniture and Equipment****Category:** Facilities**Effective:** August 2013**Policy Statement**

The procedures under this policy provide for the systematic disposal of surplus furniture and equipment. This policy applies to all school facilities, playgrounds, sports fields and parking areas which are part of a school property.

This policy applies to all equipment, furniture, tools and supplies, excluding IT equipment. For IT equipment a case must be submitted to the HelpDesk.

It is the responsibility of the school Principal to ensure that all students, employees, casual workers, student interns, parent/guardians, volunteers and contracted workers are aware of the procedures to follow in the event of equipment, furniture, tool and /or supply which are damaged while in use.

Procedures (exclusive of IT equipment)

1. Any school having surplus furniture or equipment shall prepare an inventory list of the items, giving as much detail as possible. It is essential that the condition of the items be noted – excellent, good, fair, poor (use best judgment). Inventory lists are to be forwarded to the Facilities Manager at the Office of the Superintendent prior to the end of May. A list of available items will be shared with schools in June and items will be moved during the summer months. (See Appendix A – Surplus Furniture and Equipment Removal)
2. The Principal/Designate shall distribute the list throughout all schools advising that any school interested in the items should visit the school having the items and select what they want – first come, first served. A deadline date will be included, usually one month, after which the remaining items will be forwarded to the Facilities Department at the Office of the Superintendent.
3. The Principal/Designate shall be contacted to arrange delivery of surplus items to their new location, in consultation with the Facilities Department.
4. Any equipment, furniture, tool and /or supply which are damaged must be immediately set aside and identified in the form of a tag or sign that the item should not be used (DAMAGED: Do not Use)
5. School custodian and /or maintenance staff and principal must be informed of any items that have been labeled “Damaged: Do Not Use” on the day the item is labeled and must either remove or secure the item.



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6. Any item that cannot be repaired must be disposed of as outlined in Policy ASD-W02-1 - Disposal / Distribution of Damaged / Surplus Furniture and Equipment, by contacting the Facilities Department at the Office of the Superintendent.

Reference

- Department of Education and Early Childhood Education [Policy 402: Disposal of Surplus Furnishing and Equipment](#)