

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: REPLACEMENT OF FURNITURE AND
EQUIPMENT**

<i>PROCEDURE CODE:</i>	<i>414 AP 002</i>
Policy Reference: 414 – School Supplies and Equipment	

PROCEDURE

1. A planned maintenance program for furniture and equipment is to be established for the Division.
2. Requests for the urgent replacement of furniture and equipment may be referred to the Secretary Treasurer or his designate at any time throughout the year.
3. Requests for the regular replacement of furniture and equipment shall be referred to the Secretary Treasurer, on an annual basis, in order that the request can be dealt with and included with the Budget Forecast for the following year.
4. Requests will only be dealt with provided that any or all of the following conditions are met:
 - 4.1. That the item is completely worn out and inoperative;
 - 4.2. That the item is obsolete and can no longer be used effectively in the program;
 - 4.3. That the repair costs are excessive;
 - 4.4. That two independent assessments, when appropriate, in writing, certifying the above, be obtained.
5. The Secretary Treasurer shall have the authority to classify items of equipment and furniture as unserviceable when, in his opinion, the items can no longer be kept in service without excessive repair costs.
6. Any item of equipment or furniture that is replaced will be brought in to Central Stores and disposed of in accordance with Procedure 414 AP 003 Disposal of Surplus Furniture and Equipment.

REFERENCES

[414 AP 003 – Disposal of Surplus Furniture and Equipment](#)

Approved: February 22, 2005

Revised: December 5, 2016

