

Plan for Maintaining, Replacing and Disposing of Obsolete Equipment

Purpose:

The purpose of this plan is to ensure that appropriate equipment is available and in good working order for students and faculty to achieve the objectives of each program offered, including online portion of courses.

Objective: To ensure that equipment is readily available for use as needed to support successful achievement of training objectives.

Policy Governing Equipment/Supplies

It is PC AGE's policy to use up-to-date training equipment sufficient to teach each course.

The School Director/ Director of Education is responsible for the allocation and inventory of supplies; ensuring that equipment is up to date, in working condition and meets required safety standards; ensuring that the equipment is replaced and/or updated on as needed basis. Instructors are informed by the written lesson plans or by the Director of Education and/or the School Director what they need and are supposed to use in each class. One administrative employee is responsible to provide these supplies and equipment to the instructors and students. Usually an upgrade in software such as from Windows 2000 to Windows 2003 requires new computers and we replace our computers and other equipment according to the requirements and needs. Lab Technician or instructors notify Director of Education, School Director, or the President directly if they need any hardware, software, equipment or supplies to teach a course. Director of Education ensures equipment and network reliability and emergency backup for all technical services whether directly by the Institution or through contractual arrangements.

Procedure:

On a daily basis, any maintenance problems noted when faculty and staff are using equipment will be brought to the attention of the School Director/Director of Education. In addition, the designated Lab Technician will perform annual preventative maintenance checks.

In the event that any materials/equipment are in disrepair either on a daily basis or at the annual review, a timely report will be made to the Director of Education who will evaluate and plan when repair or replacement will be made. If the Director of Education is not available, the School Director will be responsible to take the necessary action. Secure disposal of equipment will include witnessing the destruction of all private information prior to equipment disposal.

In the event of an emergency, repair or purchases of equipment/ instructional supplies will be made by the Director of Education/ School Director within a reasonable period of time to support continuous instruction.

In the event repair or replacement cannot be accomplished immediately, the reciprocal lending agreement plan will be implemented so that there is no waiting time for utilization of safe and

effective materials. Once replacement is deemed necessary, the items in disrepair will immediately be disposed of. The Director of Education is in charge of verifying actual disposal and revising inventory list of capital equipment.

Instructors are encouraged to purchase/upgrade/repair training related resources and equipment and are reimbursed. All School Directors, DOE or other management staff can make a purchase for up to \$500. Both the President and Co-founder Arifa Khizer are readily available to authorize any other purchase or repair in case of emergency.

Person(s) Responsible: The Director of Education and School Director are responsible for maintenance, repair, and replacement of equipment; contract help is utilized as needed.

Evaluation and Feedback:

Student/Faculty evaluation of equipment is sought. Suggestions for upgrading are reviewed by the management team and implemented as appropriate. Input is received from Advisory Committee and progress of plan is evaluated and approved by the President. The Director of Education evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting. All plans are publicly posted on the school's website.