



2023 Equipment Repair, Maintenance, and Replacement Plan UA Local 290 College of Mechanical Systems and Technology

Objectives:

To ensure equipment compliance with UA Local 290 College of Mechanical Systems and Technology (COMSAT) policies and standards of operation and maintaining optimal equipment conditions for operations.

Activities to Achieve the Objectives:

1. Each support and instructional staff is responsible for routine inspection and maintenance of equipment in that department. Equipment used by instructors or students during the instructional process will undergo a thorough inspection prior to the first use of that equipment each year. Any necessary repairs or maintenance will be done at that time. Limited inspections will be conducted throughout the year and any needed repairs or maintenance will be executed.
2. Any equipment that cannot be repaired, has been determined to be unsafe, or has become obsolete will be disposed of properly. Broken or unsafe equipment will be recycled if possible. If not recyclable, the equipment will be sent to the proper waste disposal site. Equipment that is obsolete but may still be usable may be recycled, or sent to the proper waste disposal site.
3. Due to varying technological needs, computers may be deemed obsolete in one area but still be usable in other departments. The demands of some instructional areas include instruction utilizing software that requires computers with higher quality graphics, memory or faster processors than other areas on campus. New computers are typically purchased for those reasons and the old computers cascaded down to other instructional programs for student and instructor use. The old computers from those departments are cascaded down to non-instructional staff. When computers are no longer able to support the needs of those personnel, they are considered obsolete and disposed of through a technology recycling or disposal site.
4. When it is necessary to dispose of equipment, replacement equipment will be purchased as soon as possible to allow for continuity of instruction. Routine inspection and maintenance of equipment provides an opportunity for staff to identify equipment that is presenting problems that indicate a need for replacement. Inspections allow for staff to plan the disposal and replacement of equipment and budget accordingly.
5. In situations where equipment must be replaced unexpectedly, funds may be allocated within the budget to allow for this purpose. In some cases, if the equipment will not be used again during the year, the purchase of a replacement may be delayed until later to allow research into purchase options or moving the purchase to the next budgeted year.
6. Equipment is inventoried at the end of the year. New equipment is added and discarded or retired equipment is removed.