

Disposal of Surplus Equipment

Background

It is the responsibility of the principal/department manager to arrange disposition of all equipment surplus to the needs of the school/district in accordance with this administrative procedure. (Equipment includes furniture, audio-visual, technical, musical, etc. but NOT print consumables, i.e. textbooks.).

Procedure

1. The principal/department manager must first supply all other district schools with a list of all equipment surplus to the needs of that particular school and provide them with the opportunity to utilize the surplus equipment at no cost. IT equipment is excluded from this requirement. Schools are responsible for the cost of the removal and delivery of surplus equipment.
2. If the school is still in possession of surplus equipment after they have notified all other schools, the principal/department manager will:
 - a) sell by tender (currently used to dispose of Facilities equipment);
 - b) exchange or trade-in, or;
 - c) dispose through environmentally friendly waste management methods
3. Surplus materials will not be sold to members of staff except when those materials are posted or advertised by publicly advertised tenders, at which time a member of staff may submit a bid in the required manner.
4. Surplus equipment determined not to be suitable for re-use shall be disposed of in an appropriate manner which may include donation to a charitable organization determined in consultation with the appropriate supervisory officer.

Legal Reference:

Education Act, S. 170 (1) 8; S. 265