



PROCEDURE

FA-021

DISPOSAL OF SURPLUS, DAMAGED OR OBSOLETE FURNISHINGS AND EQUIPMENT	
Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2014/09/29
Last Updated: 2022/06/13	Next Review Date: 2024/04/15

Purpose:

The To provide Grand Erie District School Board (Grand Erie) employees with guidelines to support the disposal of furniture, furnishings and equipment.

Guiding Principles:

Consideration to the value of any surplus item will be given, followed by striking a balance between the time and effort required to sell goods, the control of the goods during the process and the eventual revenue that may be realized. When furnishings and/or equipment are no longer useable or obsolete, Grand Erie will consider environmentally friendly practices to dispose of the items.

1.0 School/Site Closure

- a) The Transition Team, as per Transition Committees (FA-09), including affected Administrators, employees and supervisors shall identify furniture and equipment which may be required by relocated students and employees. Retrieval or delivery of these goods must be arranged through central services employees within six (6) weeks following the facility closure.
- b) Items not required by relocated students and employees will be displayed by central services employees at the closed facility for a specified time period not to exceed 48 hours to permit Administrators and employees from other facilities an opportunity to select and tag items on a “first come-first served” basis. Notice of the available furniture and/or equipment will be provided to all Administrator(s) at least seven days prior to the period for viewing.
- c) All selected items will be assessed by central services employees from Facility Services, Information Technology Services (ITS) and Purchasing Services to ensure compatibility with building systems, regulations and site or facility restrictions before they are released or delivered. Items which cannot be modified to meet compatibility standards will not be moved or permitted in the new location.
- d) Pictures and descriptions of all available items will be placed on the staff portal by the Transition Team for interested schools to view and request.
- e) Flags will be properly removed/disposed of according to Federal regulations.
- f) Commemorative material will be placed at the facility of the relocated students and employees whenever appropriate. Material which has historical significance will be stored in Grand Erie’s archives for safekeeping or delivered to the appropriate agency. Archive volunteers will be asked to assess items for appropriateness for inclusion in Grand Erie archives.
- g) Furnishings and equipment not identified in the above steps for student/employee use or archival storage will be disposed of by central services employees using one of the methods listed in Item 3.

2.0 Upgraded Furnishings or Equipment

- a) Surplus equipment arising from a school's purchase of upgraded items will be disposed of by Business Services employees who will work with school or support staff to make the following determinations:
 - the item's value
 - appropriateness for continued use of the surplus item at another location within system
 - appropriateness for sale of the surplus item to public or use as a 'trade in' to suppliers
 - appropriateness for disposal of the surplus item
- b) Where one or more of Grand Erie's schools wishes to obtain a surplus item of another school, each interested school will be required to make their interest known and the Administrator(s) involved will work out where the surplus items will go. Should the Administrators not be able to reach consensus on the distribution, the Family of Schools Superintendents for the schools will make the final determination.
- c) Pictures and descriptions of all available items will be placed on the staff portal by the central services or school for interested schools to view and request
- d) Receiving schools will be required to pay for the cost of private movers on items that are too heavy or bulky for facility department employees to move and may sustain the costs of upgrades to their facility to accommodate the item, e.g., electrical, plumbing, etc.
- e) All furnishings and equipment declared surplus to any school must go through this process

3.0 Surplus Items Not Required by System

- a) Surplus Items with capital value or general usefulness will be disposed of through online auctions as managed by Grand Erie employees or a third party as available:
 - i. External purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied.
 - ii. Grand Erie approved auctioneer online site (external purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied)
- b) Community Open House where items will be offered for little or no cost (external purchasers are advised that all items are sold "as is, where is" with no warranty expressed or implied)
- c) Where items are sold to an external purchaser, proceeds from the sale of surplus equipment, less an administrative fee of \$25.00, will be deposited to the selling school's general account. Where the surplus items result from a school closure, the proceeds will be directed to the consolidated school(s) in proportion to the students transferred.
- d) External purchasers are responsible for obtaining independent qualified professional advice or services, e.g., electrical, plumbing, etc.
- e) Salvage operator will be contracted to dispose of any leftover items.

4.0 Disposal of E-Waste

- a) Electronic waste includes but is not limited to: printers, computer towers, monitors, computer accessories (i.e. keyboards, mouse) projectors, laptops, cameras, televisions, stereo equipment, VCRs/DVD players, etc.
- b) Collection of e-waste will be centrally managed through Facility Services' Work Order System. Schools with damaged or obsolete electronic waste should complete a work order to have it picked up and brought to the TRC for recycling/disposal.
- c) Where school events plan to fundraise through the collection of E-Waste, principals must seek prior approval from the Manager of IT Services prior to commencing such a fundraiser.

- d) This procedure does not cover appliances. Site administrators are responsible for the proper disposal of appliances but can reach out to Facility Services for guidance.

Reference(s):

- Transition Committees (FA-09)