MOUNTAINLAND TECHNICAL COLLEGE

PROCEDURE

EQUIPMENT MAINTENANCE, REPLACEMENT AND DISPOSAL PROCEDURE

OPERATING | 500.586

Last Evaluation

1/10/2024

Executive Staff Approval

2/12/2024

1. **Procedure Statement**

   Mountainland Technical College (MTECH) programs have industry approved equipment. MTECH has financial resources and a maintenance department with which it can purchase, maintain, repair, and dispose of equipment.

2. **Procedure**

   2.1   Maintenance and Replacement

   2.1.1   For non-technology maintenance or replacement of equipment, the instructor will submit a request with the Facilities Order Request Form (FORF), and approval is given through AvidXchange. All replacements will be approved using the purchasing process. See Procurement Policy 500.580.

   2.1.2   For technology-related maintenance or replacement, the instructor will submit a written request for technology support by emailing helpdesk@mtec.edu. The Technology staff will take the appropriate action. All replacements will be approved using the purchasing process.

   2.1.3   Specialized labs used for technology training programs are assessed annually on a per program basis and upgraded based on budget, utilization, and program requirements.

   2.2   Disposal

   2.2.1   The department director is the person responsible for declaring an item as disposable. The department director shall work with the

College Services department as detailed in MTECH [Asset Disposition Policy 500.585](#).

2.2.2 The Disposal of Asset Request Form can be requested through the Finance Department.

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3. Evaluation History

Last Evaluation	Executive Staff Approval
9/17/2015	9/21/2015
12/8/2016	
9/17/2017	9/18/2017
5/1/2018	5/14/2018
4/28/2019 | no changes	4/29/2019
4/29/2020	5/4/2020
9/24/2021	9/27/2021
12/19/2022	12/19/2022
5/10/2023 | no changes	5/15/2023
1/10/2024	2/12/2024