



MAINTENANCE, REPLACEMENT OR DISPOSAL OF INSTRUCTIONAL EQUIPMENT PROCEDURE

OPERATING | 500.586

Last Evaluation

04/22/2026

Executive Staff Review

05/11/2026

1. Procedure Purpose

Relevant and up-to-date instructional equipment is available to support the programs offered by Mountainland Technical College (MTECH). MTECH has both financial and personnel resources to maintain, replace, or dispose of obsolete equipment. This procedure is in compliance with Council on Occupational Education Standard 5.B.4.

2. Definitions

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

3. References

Council on Occupational Education Handbook of Accreditation (2026 Edition),
Standard 5.B.4

MTECH 400.412 *Purchasing and Storing Instructional Equipment and Supplies*

MTECH 500.580 *Procurement Policy*

MTECH 500.581 *Purchasing Thresholds and Limits Policy*

MTECH 500.582 *Emergency Equipment and Supplies Purchases Procedure*

MTECH 500.585 *Asset Management and Disposition Policy and Procedure*

MTECH *Safety Equipment Inspection Plan*

4. Procedure

4.1 Maintenance, Repair and Replacement

- 4.1.1 For maintenance or repair of non-technology equipment, the instructor will submit a request through the Facilities Computerized Maintenance Management System (CMMS). This request goes through the appropriate approval process before being assigned and completed.
 - 4.1.2 For replacement of non-technology equipment, department or program funding will be approved, using the purchasing policy.
 - 4.1.3 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 by following the college's purchasing policy.
 - 4.1.4 Specialized labs and equipment used across all programs are evaluated annually by the Program Director and Coordinator/Lead on a per-program basis. Evaluations include review of equipment condition, utilization, service contracts, warranties, and manufacturer maintenance agreements. Upgrades or replacements are prioritized based on budget availability, program requirements, and instructional needs.
- 4.2 Disposal
- 4.2.1 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 policy.
 - 4.2.2 The Disposal of Asset Request Form can be requested through the Finance Department.
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5. Evaluation History

Last Evaluation	Executive Staff Review
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
10/28/2025	11/03/2025
04/22/2026	05/11/2026