

Plan for Maintaining Equipment and for Replacing or Disposing of Obsolete Equipment



Upper Kutz Barber & Style College

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Effective: January 2019

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Purpose:

The purpose of this plan is to ensure adequate workstations for each student as well as efficient working equipment for the teaching and supporting staff. The person responsible for evaluating the effectiveness of this plan is the President/ Director.

Objective:

1. To evaluate the process for repairing or replacing equipment.
2. To evaluate the process for disposing obsolete equipment.
3. To evaluate the protocol for removing school property.

Procedure:

Every effort is made to keep equipment in instructional programs up to date. When the replacement or repairing of equipment is being considered the need is discussed with the Director for further actions.

Equipment in an instructional program that can no longer be repaired, is obsolete, or does not meet the curricular objectives of the program may be disposed of in various ways. Equipment that no longer has any value is removed to a designated storage area in the facility.

Property of Upper Kutz Barber & Style College (equipment or otherwise) may not be removed from the premises without permission of the director/designee. Throughout each program, UKB&SC receives input from staff as it relates to the effectiveness on equipment being used within the program being taught and rather updates are necessary. Staff relay all concerns to the Director for review.

Maintenance is responsible for storing equipment or communicating all repairs that are needed to the Director as it relates to school equipment and disposing of obsolete equipment.

Evaluation:

The Director is responsible for evaluating the effectiveness of maintaining, replacing and disposing of obsolete equipment in all programs offered at the school. The Director holds meetings at least quarterly to review and evaluate in an effort to continually improve on all equipment within the facility to promote and enhance the quality of education at Upper Kutz Barber & Style College.

The staff and students' concerns are considered when making decisions on updating lab

equipment and classroom equipment. All suggestions are presented to the board for review and approval.

Distribution:

Upper Kutz appreciates and utilizes input from both students and employees. The institution reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback. All plans are publicly posted in designated areas within the facility and can be viewed on the school website.