Equipment Repair Request Process – Minor Equipment Repairs

(For Repairs under $10,000)

*Facilities Planning Committee Recommendations 2/1/16*

Generally, you will need to work through your Department Chairs and your Dean to process repair requests. There may or may not be repair funds available at any given time in the fiscal year. Periodically, Laney College is given funds through district allocations or through the Instructional Equipment and Library Materials Funds to address College equipment repair needs. The following process describes how to distribute available equipment repair funds in an equitable manner that will best serve the needs of the students and college as a whole.

**Distribution of Funds Process – Equipment Repairs**

To understand what “Equipment” entails, it is important to understand the definitions of various terms related to Equipment:

* 1. **Equipment:** Tangible college property with a purchase price of at least **$200** and a useful life of more than one year (other than land or buildings and improvements thereon and licensed motor vehicles).
	2. **Instructional Equipment:**  shall mean equipment purchased for instructional and/or library/learning resource center activities involving presentations and/or hands-on experience to enhance student learning and skills development.
	3. **Supply\*:** A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

**\*It is important to note that “Supplies” will not be covered in this process but rather “Equipment” only.** Certain funding sources identified may also dictate allocation to be restricted to address only “Instructional Equipment”. The following process is also intended to address equipment under $10,000.

1. How to request Equipment Repair Funds under $10,000:

To request funds for equipment repair, an entity needs complete one of the following:

* 1. Program Review Process/ APU - from the **Form C (Equipment Repair box checked);**  or from the **Form B for Equipment (specified Repairs)…. As of 2016-17 year, the APU/ Program review process should be condensed to one form for equipment repairs.**
	2. Through the Application process for Urgent Requests - Complete an **Application for Equipment Repairs – Urgent Request Form**.

These equipment repair needs will be compiled by each of the related program Division Deans. If a Dean is not available or a vacancy exists, the Vice President over that Division will appoint a representative or themselves to compile division requests.

A cutoff date for any urgent requests for the year will be established and publicized via email to the college community with at least a 3 week notice regarding the due date. The Deans must compile requests onto a master list of requests for their Division.

1. How to request Equipment Repair Funds Over $10,000:

Any Equipment Repair request that is greater than $10,000 will need to be processed through the appropriate Division Dean and forwarded to the Laney College President for augmentation of budget funds. The College President would need to take that request through appropriate district channels to procure available fund to address that repair. These requests are beyond the scope of the minor equipment repair process.

1. Ranking Equipment Repair Requests

The Division Deans and a Representative from the Business Office will evaluate all compiled requests from all Divisions ( Form C’s, Form B’s, and urgent applications) that pertain to Minor Equipment Repair and are under $10,000. Compiled Requests will be ranked according to the following criteria using a 0-4 ranking scale ( 4=Critical / 3=Important / 2=Moderate/1=Minor):

* **Immediate Health or Safety Risk if not repaired**
* **Legal Mandate (Health Code, ADA, Title IX….)**
* **Urgency of Need (program function/ Impact)**
* **Institutional Effectiveness (Impact on students: access, equity, success, # impacted)**
* **Indicated in Institutional Planning (Prog. Rev, Ed Mast Plan, Facility Master Plan)**

Other considerations may include:

* Date of original request - How long request has been generated
* Funding/ Cost Factors – Does project have another funding source? (grants/etc.)

These rankings will be evaluated on their scored values and other considerations involved. Considerations will also be made to ensure that a minimum of 3-5 departments/entities are distributed funds.

Equipment Repair Requests will be selected from the ranking and evaluation process to include as many of the highest prioritized requests that fit within the available budget allocated for equipment repairs for that fiscal year.

1. Notification

The selected Equipment Repair Requests must be given to the Business Office and a copy sent to the Chairs of the Facilities Planning Committee. Requesting departments/ entities will be notified via email by the Business Office regarding the selected equipment repairs that will receive funding. Those requesting entities that were not selected will also be notified via email. The Director of Business and Administrative Services will coordinate any budget transfers needed to process the selected equipment repairs and notify the appropriate Administrators/ Department Chairs to begin the process of procuring the selected equipment repairs.

1. Follow-Up

The Facilities Planning Committee should receive a monthly status report from the Division Deans regarding the completion status of the Selected Repair Requests. If any of the entities are not utilizing their equipment repair funding by the month prior to the district ordering/ processing cutoff deadlines, funds may be directed to the next repair request in line on the equipment repair prioritization list.