



# PROCEDURE

FA-021

<b>DISPOSAL OF SURPLUS, DAMAGED OR OBSOLETE FURNISHINGS AND EQUIPMENT</b>	
<b>Superintendent Responsible:</b> Superintendent of Business and Treasurer	<b>Initial Effective Date:</b> 2014/09/29
<b>Last Updated:</b> 2023/12/20	<b>Next Review Date:</b> 2027/12/20

**Purpose:**

To provide Grand Erie District School Board (Grand Erie) employee(s) with process for the disposal of surplus, damaged or obsolete furnishings, and equipment.

**Guiding Principles:**

Consideration to the value of any surplus item will be given, 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/Facility Closure**

- a) The Transition Team, including affected Administrator(s), employee(s) and supervisor(s) shall identify furniture and equipment which may be required by relocated students and employees. Retrieval or delivery of these goods must be arranged through facility services within six (6) weeks following the facility closure.
- b) Items not required by relocated student(s) and employee(s) will be displayed by Business Services employees at the closed facility for a specified time period not to exceed 48 hours to permit Administrator(s) and employee(s) 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 Facility Services, Information Technology Services (ITS) and Purchasing Services to ensure compatibility with building systems, regulations and 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 appropriate regulations/legislations.
- f) Commemorative material will be placed at the facility of the relocated students and employees, whenever appropriate. Material with historical significance will be stored in Grand Erie’s archives for safekeeping or delivered to privacy personnel.
- g) Furnishing(s) and equipment not identified in the above steps for student(s)/employee(s) use or archival storage will be disposed of by Facility services using one of the methods listed below.

**2.0 Upgraded Furnishings or Equipment**

- a) Surplus equipment arising from a purchase of upgraded items will be disposed of by Business Services employees who will work with school or support employee 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 Administrator(s) not be able to reach consensus on the distribution, the Family of Schools Superintendent(s) for the schools will make the final determination.
- c) Pictures and descriptions of all available items will be placed on the Staff Portal by Purchasing Services for interested schools to view and request
- d) Receiving schools may be required to pay the cost delivery on items that are too heavy or bulky for Facility Services employees to move and may sustain the costs of upgrades to their facility to accommodate the item. (e.g., electrical, plumbing, etc.)
- e) All furnishing(s) 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 the Purchasing Department:
  - 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)
  - i. 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)
- b) 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.
- c) External purchasers are responsible for obtaining independent qualified professional advice or services. (e.g., electrical, plumbing, etc.)
- d) Salvage operator will be contracted to dispose of any leftover items.

**4.0 Disposal of Electronic Waste (e-waste)**

- a) E-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 is managed with IT Service through the ticketing system. Facilities with damaged or obsolete electronic waste should complete a ticket and work with their site technician to have it reviewed for recycling/disposal.
- c) Where school events plan to fundraise through the collection of e-waste, Administrator(s) must seek prior approval from the Manager of ITS 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 Department for guidance.

**Reference(s):**

- Fundraising Policy (SO-01)
- Fundraising Procedure (SO-001)
- Government of Canada: Disposal of the National Flag of Canada
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)