

## **REGULATION #5360.1 COMPUTERS, FURNITURE, EQUIPMENT, SUPPLIES & VEHICLE STORAGE – SCHOOL & DISTRICT SITES**

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The administrative officer or site manager should ensure that the regular safety inspections of buildings include inspecting stored computers, furniture, equipment, supplies and vehicles to ensure compliance is maintained.

The storage of computers, furniture, equipment, supplies and vehicles is the responsibility of the respective administrative officer or site manager. They are responsible for ensuring compliance with all applicable codes, regulations, policies, etc. that relate to the onsite storage of computers, furniture, equipment, supplies and vehicles, and to notify the appropriate district personnel of surplus or unwanted materials or goods.

The storage of computers, furniture, equipment and supplies in boiler rooms, electrical rooms, mechanical rooms, etc. is strictly prohibited. Material that is combustible must not be stored in such places and, in addition, storage material must not block entrances. The Director, Physical Plant & Transportation Services, or his/her designate may grant exceptions to this for non-combustible items if there is sufficient space for storage in such rooms while meeting the requirements with all applicable regulations, codes, policies, etc.

Where there are unwanted computers, furniture, equipment, supplies or vehicles, which may have usefulness or value elsewhere, redeployment or disposal is to be arranged for the following classifications by contacting the following identified persons:

- 1) Computers – Director, Information Management Services
- 2) Furniture & Equipment – Associate Director, Business Development & Corporate Services
- 3) Consumable Learning Resources – Director of Instruction, Curriculum & Instructional Services
- 4) Supplies – Manager, Purchasing
- 5) Vehicles – Director, Physical Plant & Transportation

The foregoing personnel will determine whether there is value or redeployment potential and will determine and implement a re-use plan. If no value is determined, the appropriate manager should proceed with plans to dispose of same.