

EQUIPMENT MAINTENANCE & ASSET MANAGEMENT PLAN

➤ Objective

The objective of the Equipment Maintenance and Asset Management Plan is to provide safe, clean and operable equipment for all students, staff and faculty. This plan includes all the institution's equipment, including repair and maintenance of all the Media services equipment and supplies.

➤ Preventative Maintenance

The emphasis of preventative maintenance is to ensure continuity of resources for smooth operation of school across different departments. This strategy is preventive rather than reactive. A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of high cost and unpredictable repairs caused by reactive maintenance. PCC monitors the condition of its computers, equipment and furniture and has a general policy of replacement as they become old or unusable. This also helps maintain a safe operating condition for all employees, students and visitors.

The Campus Director reviews the institution's maintenance practices to identify areas of improvement. This assures optimum benefits from the scheduled inspections. The purpose is for early detection of malfunctioning equipment, thereby acting to prevent catastrophic failures or system unavailability. Campus Director and the CEO will evaluate the maintenance needs against the available budget and make proper planning for availability of funds.

➤ Authorize, Direct, and Control Maintenance Activities and Costs

The Campus Director designates the staff member for carrying on the duties to conduct the preventative maintenance. The staff member is responsible for developing a schedule and ensuring that all activities are completed in a timely manner and consistent with the manufacturers (where applicable) or other related requirements.

➤ Identify, Track, and Record Maintenance Activities and Costs

PCC uses a system of manual and computerized forms and reports to perform preventative maintenance and repairs. These forms include:

- Purchase Orders (PO)
- Returns Authorization Forms
- Parts Requests ; Vendor Contacts
- Warranty Information

After a piece of equipment is identified for repair by outside vendors, a work order is prepared that describes the work to be done. Purchasing material for the equipment will be reviewed to determine factory warranty. If the repair is determined to be covered under the warranty, then the vendor is contacted to obtain further instructions.

➤ Process to Oversee Work Performed by Contractors

PCC may opt to contract with a private repair company for equipment that cannot be handled internally.

➤ **Replacement of Failed Components / Return to Vendor**

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is provided to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor for replacement. PCC retains copy of the warranty claim form for tracking purposes.

➤ **Asset Management**

At the present time, PCC does not have a formal Asset Management system. However the inventory of equipment, furniture and computers are available on the server for replacement and/or ordering purposes.

➤ **Cost Analysis Tool**

PCC uses a life cycle cost analysis as part of the decision-making process when establishing and making equipment repair or replacement decisions. This enables the institution to use its resources more effectively.

➤ **Obsolete Equipment Disposal Plan**

The institution follows equipment disposal regulations of the local, state, and federal government such as strict guidelines on the proper disposal of batteries. For heavy equipment removal, an authorized local contractor is called in to properly dispose of equipment.

➤ **Emergency Equipment and Technical Support**

In cases where equipment failure impacts the ongoing educational delivery of the institution's programs, the school shall maintain an adequate level of redundant equipment and material. If no redundancy exists, then a local contractor will be contacted for same-day service at escalated cost. The institution already maintains relationships with several local vendors for emergency services. Emergency purchases can be authorized for overnight shipment to prevent disruption to instructional services and operations.

➤ **Availability of Equipment and Supplies for Educational Delivery**

The institution maintains relevant and up-to-date equipment to ensure that its educational services are delivered effectively and efficiently. Multimedia equipment, as well as modern networked environments are established to provide the needed flexibility for students' learning experience. In particular, the computers are designed to maintain configurations to allow student to work from different workstations without losing their work.

➤ **Safety Standards**

The institution procures standard equipment and supplies approved for use by respective regulatory agencies such as the UL Laboratories for the electrical equipment. Other standards as applied to the medical equipment (such as OSHA safety standards and use approvals) are observed when procuring such equipment.

➤ **Availability and Evaluation**

We intend on making the plan available to employees and students. We will review, evaluate and amend the plan as necessary to ensure we continue to provide safe, clean and operable equipment for all students, staff and faculty.