

Equipment Replacement Process Update

Schools of Applied Technologies and Health, Wellness & Public Safety

Starting in Fall 2009, the School of Applied Technologies developed and piloted a comprehensive equipment replacement process in an effort to ensure instructional labs are fully equipped to deliver current, relevant instruction and to improve predictability of funding requirements.

In collaboration with the School of Health, Wellness and Public Safety, Applied Technologies developed a document to track inventoried program equipment and certain items that are supplies by definition, but are purchased in lots. Starting with existing inventory lists from Property Control we added information such as functional life, usage data and projected replacement date. Once this information was aggregated into a comprehensive list for the school, we generated a prioritized list of items to be replaced for the coming budget year.

Successes:

- Items in need of replacement were identified
- Funding was granted to replace all items requested for this year
- Many obsolete items were identified for disposal
- Master template in place for future cycles

Challenges:

- The overall scope of the project – AT programs are very equipment-centric
- Time required to validate data
 - Differences of opinion among faculty and IT's as to functional life and/or need to replace require face-to-face meetings with all programs
- Timely submission of completed documents by programs
- Capturing accurate replacement cost data for budgetary quotes

Recommendations:

- Obtain electronic copy of inventory list(s) from Property Control in Excel format
- Modify Property Control document format rather than re-keying into new document
- Update master list upon each inventory cycle (once per term)
- Allocate sufficient time for face-to-face meetings with program faculty and IT's
- Obtain budgetary quotes annually for items slated for replacement in the coming year