Greater Essex County District School Board

Policy: Disposal of Surplus Furniture, Equipment, Scrap/Recyclable Material and Electronic Equipment

Reference No: P-BA-12

It is important that the disposal of all furniture and equipment as well as scrap/recyclable material and electronic equipment be conducted in a responsible manner, through a process that returns maximum value to the Board.

Greater Essex County District School Board

Regulation: Disposal of Surplus Furniture, Equipment, Scrap/Recyclable Material and Electronic Equipment

Reference No: R-BA-12

1. It is the responsibility of Principals and Administrative Department Heads to identify furniture and equipment and other materials which become obsolete and/or surplus to their school's needs. It is the responsibility of the Purchasing staff of the Board to determine the best possible method of disposal for furniture and equipment.

2. The disposal of surplus or obsolete furniture and equipment will be conducted under the authority of the Supervisor of Purchasing and Supply or designate. At no time shall furniture or equipment be transferred or disposed of without the approval of the Supervisor of Purchasing and Supply or designate. The Supervisor of Purchasing and Supply or designate shall determine the most advantageous method of disposal.

3. In the course of maintenance, repair and renovations conducted by the Facility Services staff, a certain amount of surplus metals, waste and other materials that have scrap value remain after the work has been completed. Any Supervisory staff member in the Facility Services Department has the authority to declare material as scrap. Once this is done, the disposal of scrap/recyclable material shall be done in accordance with the administrative procedures.

4. Any unauthorized disposal of Board property or scrap materials is prohibited.

5. Electronic equipment is to be disposed of in an environmentally responsible and secure manner in accordance with the administrative procedures.