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## EQUIPMENT DONATIONS

### Background

It is School District 72's intent to provide guidelines to ensure that equipment donations adhere to district standards of quality, suitability and reasonableness of life cycle operating cost. This procedure applies to equipment donations by Parent Advisory Councils, individuals, businesses, organizations and equipment purchased using school-raised funds.

### Procedures

1. All equipment donations must have a program use acknowledged by management responsible for the program.
2. Equipment must be of a standard acceptable to the school district, including considerations of technical operation, health, safety and aesthetic acceptability. Equipment donations must pass a technical evaluation by staff to determine:
  - 2.1 Suitability for the purpose intended;
  - 2.2 Related costs to be incurred as the result of acceptance are the responsibility of the school, e.g. installation costs, availability of power/water, the requirement of physical changes to the building/grounds to accommodate the equipment, etc;
  - 2.3 Safety considerations;
  - 2.4 Conformity with the school district's standardization of equipment; and
  - 2.5 Compliance with relevant codes.
  - 2.6 Used appliances must be inspected by an appliance service technician prior to being put into service. Inspection costs are the responsibility of the receiving school.
3. Donated equipment must be operational and capable of being operated and repaired at reasonable cost. Maintenance staff are responsible for determining when equipment is beyond economical repair.
4. Donated equipment will become the property of the district upon acceptance.
5. Receipt of an equipment donation does not imply that the school district will provide for its replacement at the end of its life cycle.
6. The secretary-treasurer or designee are authorized to accept or decline equipment donation proposals.
7. The wishes of the donor, in respect to location, will be honoured insofar as practicable.