



BU-3540 Disposal of Obsolete or Surplus Furniture and Equipment Procedure

Approval Date: 2020

Review Date: 2025

1. Purpose

Trillium Lakelands District School Board recognizes that there are occasions where articles, furniture or equipment become obsolete or surplus to the needs of a particular location or to the system as a whole, and relocation or disposal of the material is required.

2. References and Related Documents

Internal

- [BU-3016 Procurement of Goods and Services Procedure](#)

3. Terms and Definitions

Disposition: Repurpose to an alternate Board location, auction, recycle or disposal;

Obsolete: Furniture and equipment that is no longer useful at the location because of changing technology or a change in the delivery of educational programs;

Surplus: Furniture and equipment that has not been used at the location for a period of a full year;

Third Party Auction: An auction that follows traditional auction procedures run by a third party and gives prospective buyers a description of the property to be auctioned off or sold.

4. Administrative Procedure

As determined, the location leadership, administration or custodial staff contacts the Purchasing Supervisor regarding the identification of surplus furniture and/or equipment. Quantity, description of goods, and dimensions accompanied by photo(s) are required.

A Disposition of Board Surplus Furniture and Equipment Report (Appendix 5.1) will be issued by the Purchasing Supervisor for those items deemed unfit or unsafe for use, with instructions for disposal. This document is to be attached to a Work Order, created by the location Custodian. The work order is then actioned by Facility Services as schedule permits.

Any furniture and/or equipment that is deemed fit for repurpose is offered FOR SCHOOL USE ONLY by the Purchasing Supervisor through email to school leadership, administration and custodial staff. These items are offered on a first come, first served basis. The offer is available for two (2) business days. Any shipping costs are the responsibility of the receiving location. A Disposition of Board Surplus Furniture and Equipment

Report (Appendix 5.1) is provided by the Purchasing Supervisor to the originating location for repurposing. A copy of the disposition report is to be retained by the originating location for their records.

The Purchasing Supervisor will use the following methods to dispose of any surplus equipment or furniture:

- a) sale by third party auction (www.govdeals.ca);
- b) offer to our community partners;
- c) sale to scrap dealer;
- d) if item deemed no value, removal to the appropriate waste disposal facility.

Proceeds from the sale of furniture or equipment will be assigned back to the originating location's operating budget, as well as any costs associated with the disposition;

This procedure is not applicable in special circumstances such as closure of a worksite, program discontinuation or a major renovation project. In these situations, special arrangements will be made by the Purchasing Supervisor in consultation with the Superintendent of Business Services, Senior Manager of Facility Services or Principal.

4.1. Sale of Vehicle

- School to obtain ownership of vehicle acquired. Forward the original document to the Purchasing Department;
- Purchasing Department to change title to Board ownership;
- Purchasing Department to contact OSBIE to add to Board insurance coverage;
- School to keep record of costs associated with the vehicle. All expenses to be charged to the school's operating budget;
- School is to notify the Purchasing Department when vehicle is ready for sale. The vehicle will not be ready for sale until a Safety Standards Certificate has been obtained;
- Purchasing will post the vehicle for sale on www.govdeals.ca;
- Proceeds from the sale will be assigned back to the school's operating budget.

5. Appendices

5.1. Disposition of Board Surplus Furniture and Equipment Report

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca

DISPOSITION OF BOARD SURPLUS FURNITURE AND EQUIPMENT REPORT

School or Department: _____

Contact Name/Position: _____ Date Scanned: _____

Furniture/Equipment

QTY	DESCRIPTION	SIZE/HEIGHT	CONDITION GOOD/FAIR/POOR	ACTION

This form has been completed by the Purchasing Supervisor

Signature: _____

Date: _____