

**CARE AND USE OF EQUIPMENT AND MATERIALS**

The Centennial School Board recognizes its obligation to maintain the equipment and materials necessary for the operation of schools.

The Superintendent is responsible for the implementation of this policy.

**Policy: 4.9**

Adopted: ..... 10/14/80

Amended: ..... 04/08/86

..... 03/13/90

..... 04/12/94

..... 03/10/98

..... 10/08/02

..... 05/12/09

## NON-INSTRUCTIONAL OPERATIONS 4.0

### CARE AND USE OF EQUIPMENT AND MATERIALS

#### I. Equipment

The administrator is responsible for the accounting and distribution of equipment assigned to the building/department.

#### II. Care and Use of Equipment and Materials

A. All personnel are responsible for the care and proper use of equipment assigned to them.

B. Administrators must complete and submit an Incident Report to the Director of Business Administration when equipment assigned to them is damaged, lost, or stolen.

C. Equipment or materials shall not be borrowed for personal use. All equipment purchased and used by the District is for official District use only.

#### III. Equipment Repair

Requests for maintenance work shall be completed online using the District's approved online reporting system.

#### IV. Inventory

Administrators are responsible for the maintenance and submission of inventories as required by the Business Office.

#### V. Exceptions

Exceptions to this policy must be approved by the Superintendent.

