

Procedure for Removal of Un-Repairable Computer/Electrical Equipment

1. First the equipment (computers, printers, etc.) should be examined by a technician. If this has not been done, complete the online Tangi Schools Help Desk Incident Report. If you have never filed one, directions for doing so are posted here: <http://www.tangischools.org/dept/tech/helpdesk.html>.
2. After the equipment has been declared un-usable or un-repairable by a technician, then contact your Fixed Assets Manager (the person who does inventory) at your school, and make sure he/she has a *Deletion of Inventory* form completed and sent to the Central Office. Keep a copy of this on file at your school, as well.
3. The tags should be removed and given to the Fixed Assets Manager, who will affix the appropriate tag to the Deletion of Inventory Form. If there are no tags, but the number is handwritten on the equipment, get a marker and mark it out, and write "Deleted from Inventory."
4. The Fixed Assets Manager should then fax **one combined list of all the equipment** that is being discarded and needs to be picked up to David LeBlanc in the Maintenance Department – 748-6627. (This includes equipment from all funds, Technology, SPED, Title I, Grants, etc.) The list should include the quantity of each type of item; it is not necessary to list each individual item. (For example, the number of monitors, the number of computers, the number of printers, scanners, etc.) The Mr. LeBlanc in Maintenance Department will then schedule a date to pick up the items and take them to be recycled.

Note: The Tangipahoa Parish Sheriff's Department Inmate Crew who helps in this recycling effort, cannot be allowed to enter your school or to interact with students. Therefore, all of the old equipment must be placed in **one** location that is accessible to the crew, but away from students.

