

Redistribution and Disposal of Surplus Furniture and Equipment	
Adopted: November 10, 2003	Last Reviewed/Revised: April 3, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: I-25 Purchasing VI-11 Purchasing VI-45 Mobile Cellular Device	

Purpose

To provide a standard procedure for the redistribution and disposal of surplus furniture and equipment.

Application and Scope

This procedure is intended for all Halton Catholic District School Board (HCDSB) staff authorized to identify surplus furniture and equipment.

When managers or Principals determine that furniture and equipment are obsolete or surplus to the needs of the location, Purchasing Services is to be notified. All surplus items are to be redistributed or disposed of in a safe, cost-effective manner as determined by the Purchasing Services Department.

Principles

Surplus furniture and equipment should be removed from schools/departments when it is no longer required at the location. To maintain an inventory of surplus furniture and equipment for redistribution, schools and departments should adhere to these procedures.

Schools and departments should inquire about surplus furniture and equipment before purchasing new.

Requirements

Centralized Purchasing of New Items

- All furniture and equipment purchases will be vetted through Purchasing Services.
- This ensures that product quality specifications are met, and that purchasing policies and procedures are adhered to.

Confirm Item to be Purchased is NOT Available in HCDSB Surplus Storage

- As all furniture purchases must be vetted by Purchasing Services, under the direction of the Manager, Purchasing Services, a surplus furniture inventory database will be maintained for re-useable furniture.
- If the requested item is available from HCDSB's furniture storage, Purchasing Services will arrange delivery of the item with assistance from Facility Management Services.

Centralizing Furniture and Equipment Move Requests

- All requests for furniture to be removed from a school or department must be directed to the assigned Manager, Facility Management Services.
- The assigned Manager, Facility Management Services, will consult with Purchasing Services to determine if there is a need for the furniture at another school or department.
- The assigned Manager, Facility Management Services, will arrange to move the furniture to another school or department, or a predetermined holding site within HCDSB.
- The assigned Manager, Facility Management Services, will notify the Manager, Purchasing Services, of surplus furniture being moved to the holding site.
- The Manager, Purchasing Services, will maintain an electronic record of surplus furniture at the holding site.

Surplus Equipment (i.e. shop machinery, specialized physical education equipment/ apparatus etc.)

- School or department must inform Manager, Purchasing Services, of surplus equipment.
- Manager, Purchasing Services, will email schools or administrative staff (if warranted) to see if there is a need for the equipment.
- If another school/department has a need for the equipment, the Manager, Purchasing Services, will arrange delivery of the equipment with Manager, Facility Management Services.

Furniture and Equipment Indexing

- The surplus furniture and equipment should be allocated to a predetermined holding site(s) within HCDSB. Furniture and equipment will be sorted as follows:
 - Surplus (re-useable within HCDSB) office furniture.
 - Surplus (re-useable within HCDSB) classroom furniture.
 - Surplus (re-useable within HCDSB) equipment.
 - Surplus furniture and equipment not appropriate for re-distribution within HCDSB. These items will be donated or sold at auction with nominal proceeds remaining centrally to offset moving, transportation and storage costs.



Surplus/Obsolete Information and Communications Technology (ICT) Equipment

- Senior Manager, Information Technology Services will determine what ICT equipment is obsolete through a device lifecycle matrix.
- School or department must inform the Senior Manager, Information Technology Services, of surplus/obsolete equipment.
- Senior Manager, Information Technology Services, will email schools or administrative staff (if warranted) to see if there is a need for the equipment.
- If another school/department has a need for the equipment, the Senior Manager, Information Technology Services, will arrange delivery of the equipment with Manager, Facility Management Services.

Disposal Plan

- If re-distributing the equipment is not warranted/possible, the Manager, Purchasing Services will arrange to have the item sold at auction.
- Item is auctioned with the winning bidder removing the item from the requesting school/department.
- Proceeds from the items auctioned at school/department sites remain with the school/department, as there are no moving/transportation/storage costs incurred.
- Items not sold through the auction will be offered for donation at no cost to the HCDSB or disposed of through the Region of Halton waste program or e-waste recycler in the case of IT equipment.

Prohibitions and Compliance

- With exception to Procedure VI-45 – Mobile Cellular Device, no member of the Board of Trustees or HCDSB employee or any relative shall be permitted to purchase surplus goods to be disposed of except by successfully bidding on the same at a public auction.
- No HCDSB employee who has the responsibility for identifying items as surplus may bid on such items at a public auction.
- No employee responsible for administering the surplus item at public auction may bid on the same.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board