

13.04 Repair and Maintenance of Equipment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain safe and operable equipment for its employees.

Procedure:

It is the responsibility of the Maintenance Department to determine needed repairs to organization equipment. Repairs shall be made in-house as often as possible.

1. The identification of equipment in need of repair is the responsibility of every Licking/Knox Goodwill employee. Individuals must notify their supervisors who in turn shall notify their respective director or manager.
2. The Area Manager, Director or Manager and other managers will inspect the equipment to ascertain whether repair is actually needed.
3. If a repair is needed, the Area Manager, Director or Manager shall follow procedures as outlined in the Inventory Management Book, attaching a fully completed Transfer/Repair Form to the item. The Transfer/Repair Form must be authorized by the Area Manager, Director or Manager.
4. The item shall be delivered to the Licking/Knox Goodwill Industries Transportation Building located at 51 Wilson Street, Newark, Ohio.
5. Larger items not easily handled or able to be transported by car will require special arrangements. The Manager, Area Manager or Director shall notify the Maintenance Department for pick up.
6. Upon receipt of the equipment, the Maintenance Department will follow applicable Inventory Management procedures and enter the item on the "Equipment Repair Log".
7. The nature of the repair will be determined by the Maintenance Department. Whenever possible, equipment will be repaired in-house and all applicable expenses will be notated on the Transfer/Repair Form and the Equipment Repair Log. The Maintenance Department will notify the appropriate department director and receive authorization for any repair of \$100 or more before the item is serviced. Needed parts and materials will be purchased following Policy and Procedure 11.11, *Purchase Orders*.
8. Repair work that cannot be performed in-house and requiring an outside vendor source will be handled by the Transportation and Facilities Supervisor. A Purchase Order will be completed following Policy & Procedure 11.11, *Purchase Orders* and submitted to the CEO/President. Exceptions will be given to any equipment that has a standard service agreement in effect.

9. Upon completion of the repair, the Maintenance Department shall update the Equipment Repair log, update and re-attach the Transfer/Repair Form to the item and notify the contact person as identified on the Transfer/Repair Form. It is the responsibility of the Area Manager, Director or Manager to return the repaired equipment to the proper work site or arrange for transportation of larger items and, to sign the Equipment Repair Log verifying receipt of the item.
10. The Maintenance Department shall collect all purchase orders, delivery receipts, invoices and any other applicable paperwork and forward to Licking/Knox Goodwill Industries, Inc. Finance Department.
11. Transfer/Repair Forms will be distributed by the Finance Department upon request.
12. The Transportation and Facilities Supervisor will prepare a report from the Equipment Repair log to be sent to the CEO/President by the last day of each month.