

### **13.05 Disposal of Equipment**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to properly dispose of equipment that is determined to be unusable.

Procedure:

The Area Manager, Director or Manager must attach a fully completed New Equip. /Disposal Form to the item, including a brief explanation as to why the item should be disposed.

The Maintenance Technician will verify that the item is un-repairable, update the Equipment Repair Log and notify the appropriate director and manager.

The appropriate director, manager and the Maintenance Technician will authorize disposal on the New Equip./Disposal Form

The Director of Facilities will be notified to properly dispose of the item and will sign and date the New Equip. /Disposal Form to verify disposal. The Maintenance Technician will update the Equipment Repair Log.

Upon disposal, the Director of Finance will be notified and the item will be deleted from the equipment inventory list and fixed assets. Refer to Policy & Procedure 11.20, *Fixed Assets - Inventory*.

Items that are determined by the Maintenance Technician to be repairable will be repaired and sent back to the work site following procedures as outlined in the Inventory Management Book