

Equipment Policy

I. Introduction. The students at IECT must have equipment that is current, clean, dry and serviceable.

II. Purpose. The purpose of this policy is to set guidelines on equipment usage, storage, cleaning, and replacement.

III. Definitions. None.

IV. Policy Statement. The Director of Education and the President (Education Team or ET) will develop procedures on the use, upgrade, quantity, and cleanliness of all equipment required for the administration and program(s) curriculum.

V. Process. The ET will develop an inventory of administrative and curriculum required equipment. The inventory will include the dates the equipment was brought into inventory and the expected life cycle. In addition, a checklist will be established on cleaning routines of the equipment and equipment storage.

VI. Procedures.

- A. The ET will at least twice a year to review, discuss and document the following:
 - 1. Equipment usage
 - 2. Inventory of equipment
 - 3. Projections for new equipment
 - 4. Equipment training
- B. Record the results of the meeting and identify improvement opportunities
- C. Compare data results, findings to previous review sessions to identify strategic opportunities
- D. Share results during annual planning meetings.
- E. Add to budget requirements where necessary.

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President
INITIALS DW Director of Education
INITIALS CG Owner