



TCDSB Policy Register

Disposal Of Surplus Or Obsolete Furniture, Fixtures And Equipment F.P.07

Date Approved: Board March 31, 2010

Policy

Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

Regulations

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this policy.
4. The Materials Management Department shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Railside Warehouse facility for processing unless otherwise directed by the Materials Management Department, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.
6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.
7. Methods of disposal shall include but are not limited to: public tender, school renewal contracts, sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a



publicly funded or charitable organization or by environmentally approved waste management methods.

8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.
9. No items may be disposed of or sold privately by an employee.
10. No items may be sold to an employee except through a public sale, auction or tender.
11. Real property, buildings and portable classrooms are excluded from this policy.