

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-37</b>
<b>Subject:</b>  <b>SCHOOL AND OFFICE BASED DUPLICATING SERVICES</b>	<b>Date of Issue:</b> <b><u>9/4/90</u></b> <b>Rescission:</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>9/4/90</b>

I. Policy

II. Procedures

A. Overview

The following guidelines have been established for the purchase, inventory, operation and maintenance of duplicating equipment in schools and offices. The regulation shall apply to all equipment and supplies purchased with funds from the operating budget as well as from PTAs and other organizations outside the Frederick County School System.

B. Definition

Duplicating equipment is defined as all equipment used for the purpose of making a duplicate impression. This includes: photocopiers, spirit duplicators, mimeographs, digital copy duplicators and offset presses.

C. Authorized Equipment Inventories

Quantities and volume capacities of duplicating equipment purchased shall be determined based on student enrollment, the number of teaching and administrative staff, and the respective building design and number of instructional zones. Equipment mix will be based on the concept of total copy systems whereby each school has access to multiple technologies for duplicating.

D. Replacement Schedule

1. Life expectancies for the referenced equipment are as follows:

5 years -- photocopiers

10 years -- spirit duplicators, and digital copy/duplicators

15 years -- mimeographs

2. An equipment replacement form will be completed by a technician from the Maintenance Department when a machine is deemed unrepairable. Data will include the age, condition, repair history and justification for requesting replacement. A copy of the form will be sent to the respective Area Superintendent for Effective Schools.

3. Only the levels of equipment authorized and appearing on the property accountability records for each school or office will be eligible for replacement.

E. Duplicating Limits

1. Printing limits for some duplicating equipment and recommendations for effective use of other equipment will be provided to all principals and department heads. They will be accountable for assuring that their staff is trained in the proper use and care of equipment.
2. A log for recording the activity of each piece of equipment is available from the Central Office Printing Department.
3. Whenever equipment is purchased, an information sheet will be provided to the school or department by the Purchasing Department outlining the source and cost of supplies as well as the warranty and duplicating limits recommended by the manufacturer for that machine.

F. Supplies

Basic supplies for all referenced equipment will be available from warehouse inventory. Schools and offices will be expected to stock their own supplies of optional colors of ink or toner besides the basic color that comes standard with the unit.

G. Procurement

1. Requests to purchase additional units will be included by the principal in his/her annual budget request and is subject to approval by the Area Superintendent for Effective Schools.
2. Requests to purchase replacement units shall be included by the principal in his/her annual budget request unless emergency replacement is required. Authorization for emergency replacement is subject to approval by the Area Superintendent for Effective Schools.
3. New and replacement purchase requests will be made on the appropriate budget form.
4. Bulk purchases will be made annually via the competitive bid process. Emergency replacements may be on a per unit basis. All procurements will be in accordance with State law and Board of Education regulations.

H. Maintenance

1. All equipment will be repaired by trained school system technicians, whenever feasible. Funds will be made available in the budget annually for training.
2. Repair requests **during the warranty period** should be directed to the Purchasing Department.
3. Repair requests **after the warranty period** should be directed to the Maintenance Department.

4. Basic replacement parts will be stocked by the Maintenance Department whenever feasible.
5. Schools will be responsible for the cost and procurement of consumable supplies including: paper, masters, fluid, ink, drums, drum kits, feed rollers, toner, and development. Other supplies and parts will be supplied and funded through the maintenance department.

Approved:

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Superintendent