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## REGULATION #6700.2 EQUIPMENT FOR PORTABLES

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**Effective 1999-07-01 and until further notice, Executive Committee suspends the application of this regulation until the need for new equipment for portables materializes again.**

### 1. PURPOSE

- 1.1 This regulation has been adopted to provide funding for equipment in portables. Annually, the Ministry of Education provides capital budget funding to school districts. From each project's funding, monies will be appropriated to fund equipment for new and existing portables. To improve portable classroom management, a standard inventory of equipment will be established for each portable. This equipment shall remain as a part of the district's equipment inventory.

### 2. STANDARD PORTABLE EQUIPMENT

- 2.1 Standard equipment to be provided for each portable is as follows:

<u>Description</u>	<u>No. of Units</u>	<u>*Unit cost</u>	<u>Total</u>
Student desk (elem.) – adj.	30	\$ 42	\$1,260
Student desk (sec.)	30	96	2,880
Student desk – 18"	30	26	780
Teacher's desk	1	320	320
Teacher's chair	1	28	28
Filing cabinet	1	170	170

\*Estimated Costs - 1999

### 3. ESTABLISHING FUNDING FOR STANDARD PORTABLE EQUIPMENT

- 3.1 A pool of capital funds will be established by withholding a percentage of monies from each year's annual capital budget, in reserve, to acquire equipment needed to deliver the instructional programs.
- 3.2 The "portable equipment funding" will be administered by the secretary-treasurer or his designee. Funding of this pool will be reviewed annually and the percentage may be adjusted in order to provide sufficient funds to equip new or relocated existing portables which are changing their instructional use from primary, intermediate or graduate classes.

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- 3.3 The appropriate percentage of the school-based allocation for equipment will be applied as follows:
- New Schools: Five Percent (5%)
  - Additions: Ten Percent (10%)
  - Renovations: One Percent (1%)

#### **4. ORDERING EQUIPMENT**

- 4.1 Each site-based administrator will be responsible for requesting equipment by requisition for portables moving onto their site. This requisition shall be forwarded to the Senior Manager, Business Management Services, for verification of needs. After confirmation and approval by the Senior Manager, Business Management Services, the requisition will be forwarded to the Manager, Purchasing for processing.
- 4.2 When the portable is designated to be relocated, all equipment shall remain intact with the portable.
- 4.3 If the instructional program of age configuration changes, the student desks and chairs will be removed and stored in inventory and the correct size desks and chairs will be supplied.
- 4.4 If the equipment is not available from portable equipment inventory, it will be ordered from the appropriate supplier in a timely manner for direct shipment within available funding.

#### **5. EQUIPMENT RELOCATION**

- 5.1 All portables will have a complete set of standard classroom furniture as detailed in Section 2.1 and maintained in good working condition.
- 5.2 The Manager, Structural Maintenance, will be responsible to confirm in writing to the Senior Manager, Business Management Services, prior to portable relocation, that all equipment is in place according to the list of equipment assigned to the portable. Should any of the designated equipment be missing from the portable, the school's Equipment Replacement Account will be charged for the missing equipment and the portable equipment pool will be credited.

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*Approved:* 1995-05-23