

Fresno City College  
Equipment Review Plan  
(Not For Computer Replacement)

This plan is a result of the 2012 Accreditation Planning Agenda Item. As the Fresno City College Standard IIIB team reviewed the requirements for Total Cost of Ownership (TCO) for equipment, there was no evidence that equipment other than computers had a replacement or TCO plan.

In the Spring of 2014, the college developed a form that will capture the current inventory on hand and evaluate the useful life of the equipment, replacement costs and other costs associated with maintaining the equipment. During this initial year, the process will be completed prior to May 23, 2014.

Every even numbered Spring (e.g. 2014), the non-computer assets of the college will be reviewed and analyzed for general budget planning purposes. This will align with the biennial inventory review of the district assets.

As College Action Plans are prepared and prioritized the equipment replacement plan should be given consideration during this review cycle.

The non-instructional and instructional forms are below. The Technology Support Services maintains the replacement plan for computers and are not to be reported on these forms.

Instructional Equipment Replacement

Date:

Division

Department

This is not for computers or furniture

Build	Room	ID	Item Description	Purchase Date	Condition (Good, Fair, Bad)	Est Replacement Date	Est. Cost of Replacement	Est of other on-going costs

Non-Instructional Equipment Replacement Plan

Date:

Division:

Department:

This is not for computers or furniture

Build	Room	ID	Item Description	Purchase Date	Condition (Good, Fair, Poor)	Est Replacement Year	Est. Cost of Replacement	Est of other on-going costs

EXAMPLE

Non-Instructional Equipment Replacement Plan

Date: 1/30/2014

Division: Administrative Services  
 Department: Building Services

This is not for computers or furniture

Build	Room	ID	Item Description	Purchase Date	Condition (Good, Fair, Poor)	Est Replacement Year	Est. Cost of Replacement	Est of other on-going costs
OAB	151	123456	Coin Counter	Jan-06	good	16-Jan	\$ 7,000.00	1,200 per year for maintenance agreement
OAB	151	123457	Pressure Sealer	Feb-04	Bad	Jul-15	\$ 13,057.11	\$500 per year for annual maintenance agreement