

**TO: ALL PRINCIPALS, DIRECTORS, FAMILY AND CONSUMER SCIENCES TEACHERS, INDUSTRIAL TECH/AG EDUCATION TEACHERS, PHYSICAL EDUCATORS, SUPERVISORS, CONSULTANTS, NURSES, and OFFICE PERSONNEL**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
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**SUBJECT: REPAIR AND MAINTENANCE OF EQUIPMENT**

**REORDER NUMBERS FOR FORMS REFERENCED IN THIS MEMO**

<b>Name</b>	<b>Source</b>	<b>Reference Number</b>	<b>Department</b>
Materials Transfer Request	LPS Website	DC0001	Distribution Center
Mileage Log	LPS Website	AC0023	Accounting
Non-Stock Requisition	LPS Website	PR0001	Purchasing
ITE Equipment Repair Parts Request	CTE Website		Career and Technical Education
ITE Tool Repair Tag	CTE Website		Career and Technical Education

**LOCATING FORMS ON THE LPS WEBSITE**

To find forms on the LPS website, follow these steps:

1. Go to the LPS home page.
2. Type "forms" in box titled "Go to Keyword", then click "Go!".
3. If you know the form number, type it in the "Numb" box.
4. If you don't know the form number, select the proper department name in the drop down box for "Dept" and click "Search".
5. Scroll down through forms listed until the form needed is found, and then click on the blue underlined description.

Sections

- I. Special Education Equipment
- II. Family and Consumer Sciences Equipment
- III. Industrial Technology Education
- IV. Physical Education Equipment
- V. Health Services
- VI. Business Education and Office Equipment
- VII. Math Equipment
- VIII. Science Equipment
- IX. Repair of Administrative/Office Equipment
- X. Miscellaneous

## I. SPECIAL EDUCATION EQUIPMENT

If repair work is needed on special education equipment by an outside firm (someone other than FM), call the Purchasing Office at extension 1757 or extension 1750 with the following information: Brand name and type of item needing repair, model or serial numbers, and the repair needed.

## II. REPAIR OF FAMILY AND CONSUMER SCIENCES EQUIPMENT

All service call needs should be reported to the principal who, by utilizing the following guidelines, will assume the responsibility for either calling for repair or authorizing a TMA Work Request for service.

### A. Appliances

1. Call Wayne's Appliance Repair (476-0512) if needing repair for Family and Consumer Sciences (FCS) appliances. This includes refrigerators, ranges, dishwashers, KitchenAid stand-up mixers, washers and dryers but **not** microwaves. The trip charge for the service call is \$28.00.
2. Response time is four hours or less after phone call. Any charges for parts and labor totaling half the value of the appliance **do not repair**. Call Carol Andringa (1819) or Sheree Moser (1807) for assistance.
3. For all non-FCS appliances, submit a TMA Work Request to the TMA Work Request System.

### B. All Small Hand Appliances -- blenders, mixers, irons, electric cords, vacuum cleaners, toasters, waffle irons, etc. (custodial personnel do NOT repair these).

Enter a TMA Work Request with the message, "Equipment en route to FM." Mark equipment with school name and the work request number and send to FM separately. **ATTACH A COPY OF THE TMA WORK REQUEST TO THE EQUIPMENT.**

### C. Scissors Sharpening Service

1. The Family and Consumer Sciences teacher or school office personnel is to call the Distribution Center (extension 1007 or extension 1008) and request to have the scissors picked up at the school office. **Be certain to tag the scissors with the school name.** A driver from the Distribution Center will pick up the scissors, take them in to be sharpened, and return them in about two weeks.
2. **List items to be sharpened on a Materials Transfer Request form. Two copies of the form need to be placed in the box.**
3. Elementary scissors should be replaced rather than repaired.

#### D. Repair of Cabinets, Sewing Machines, and Serger Sewing Machines

1. Enter a TMA Work Request for repairs needed on sewing machine cabinets.
2. Call Husker Sew and Vac (466-4550) to request repairs on all sewing machines except Bernina, Viking, and Baby Lock. Call Sew Creative (489-6262) for Bernina, Baby Lock. and Scandinavia.
3. For White and Janome brand serger repairs, call Husker Sew and Vac (466-4550). For Bernette and Baby Lock brand serger repair, call Sew Creative (489-6262).

### III. INDUSTRIAL TECHNOLOGY EDUCATION

#### A. Blade Sharpening

1. Place all items needing sharpening in a sturdy box since the items will be returned in the same container. Blades should be placed in a blade holder before putting them inside the box. Be sure all the individual blades are marked with the school name. Write "BLADES FOR SHARPENING", your name, and the school name on the outside of the box.
2. **List items to be sharpened on a Materials Transfer Request** (use template on the forms page of the LPS website). **Two copies of the transfer form need to be placed inside the box.** Keep a specific inventory of the items you sent to be sharpened.
3. Call the Distribution Center office (extension 1007) and advise them you have blades to be picked up for sharpening. Blades will be picked up at the Distribution Center by Loveless Machine & Grinding. After completed the blades will be returned to the school location.

#### B. Tool-Equipment Repair

✓ To order tool repair parts:

1. Complete an *ITE Equipment Repair Parts Request* form and send it to the Career and Technical Education (CATE) Office or send the request via email. If the parts are needed for an emergency repair and you prefer to pick up the parts, request this when completing the repair parts request. CATE Office will then verify and forward to Accounting. Personal automobile use is reimbursed on a quarterly, semester, or yearly basis. The Lincoln Public Schools Mileage Log is available on the LPS website. Keep a record of all trips on the travel log, and when completed forward it to the Career and Technical Education consultant who will sign it and submit your mileage for reimbursement.
2. The parts will be ordered by the Career and Technical Education Office staff and delivered to your building or for emergency repairs, picked up by the teacher.
3. Send the packing slip to the Career and Technical Education Office upon receipt of the repair parts.

### C. Equipment Repair to be Completed by Someone Other than the Instructor

- ✓ To send **portable tools** to a service representative when repairs need to be made by someone other than the ITE instructor:
  1. Complete a LPS Materials Transfer Request. When completing the transfer, please include your name as the contact and also include the tool type, serial number, and model number as a description. **Make two additional copies of the Materials Transfer Request** and either attach to the tool or place in a box with the tool needing service. Keep the original Materials Transfer Request for your records. Take the tool to your building's mail delivery area and place in the ITE tool repair box or designated area. Notify the Career and Technical office of the repair by either sending an email or a copy of the Materials Transfer Request, LPSDO Box 8.
  2. Distribution will deliver the tool to the service representative. After the tool is repaired it will be delivered by DC to the building, unless other arrangements have been made.
  3. Emergency Tool Repair – Call or email the Career and Technical Education Office to request use of the emergency tool repair procedure. Upon approval complete the *ITE Tool Repair Tag* and mail the white copy to the Career and Technical Education Office. Keep the yellow copy. Attach the beige tag to the tool needing repair and deliver the tool to the service representative.
- ✓ To request service on a **stationary tool** by someone other than the ITE instructor:
  1. Complete the *ITE Equipment Repair Parts Request* form and mail it to the Career and Technical Education Office or send it via e-mail.
  2. The Career and Technical Education consultant will call a service representative and make the necessary arrangements. **Please do not make repair arrangements directly with the service representative.**

### D. Gasoline

Gasoline is obtained from a local gas station using a procurement card.

### E. Waste Materials

Disposal of all potentially hazardous waste materials should be arranged by notifying your custodian who will submit a TMA to have FM pick up the materials and dispose of them appropriately.

## IV. REPAIR OF PHYSICAL EDUCATION EQUIPMENT

### A. Rubber Balls, Nets, Mats, Arrows, or Any Other Items that can be Patched, Sewn, or Glued

Enter a TMA Work Request. Send the item to be repaired to the Athletic Equipment and Supply Repair Shop located at Lincoln High. Label the item(s) with your school name and describe the repair that is needed. **ATTACH A COPY OF THE TMA WORK REQUEST.** Small dollar value items (such as rubber playground balls) that are over two years old should be thrown away and replaced with new.

## **B. Steel Measuring Tapes**

Enter a TMA Work Request. Label the item(s) with the school name and send with a copy of the TMA Work Request to FM, **Attention: Receiving/Inventory**.

## **C. Tennis, Racquetball, and Badminton Racquets Needing New Strings and/or Grips**

Enter a TMA Work Request. Send the item to be repaired to the Athletic Equipment and Supply Repair Shop located at Lincoln High. Attach a copy of the TMA Work Request and label the item(s) with your school name.

## **D. Sand, Lime, and Digging Jumping Pits**

Enter a TMA Work Request. List the item(s) needed and/or pit dimensions. Include amount needed, delivery point, and person in the school to contact.

## **E. Assembling and/or Installation of Playground Equipment**

Single component structures will continue to be installed by FM (i.e., backboard and post, chinning bars, and balance beams). Enter a TMA Work Request. Assembling and/or installation may involve some costs. FM or the Purchasing Office will notify you when this is the case. A TMA is required for modular equipment, also.

All purchases of modular play structures (i.e., deck and post) are ordered using a non-stock requisition and must include the cost of installation by the manufacturer. All equipment must be approved by FM/Physical Education Curriculum Specialist before it is ordered. **See BA Bulletin #5 for further information.**

## **F. Requests for Playground Marking Kits**

The kit includes hopscotch and foursquare.

Any item(s) may be requested by submitting a Materials Transfer Request to the Distribution Center. Specify the game(s) you would like to install. The Distribution Center will deliver the kit to your location.

The office will also need to submit a Stock Requisition online for a 1 1/2" brush (LPS #810520). If you need yellow marking paint or you prefer a roller, you will need to order a 4-inch roller cover, frame and/or paint using a Non-Stock Requisition form. **These items do not come with the kit.**

## **G. Other Physical Education Repair and Maintenance**

The maintenance of gym floors, outdoor equipment, etc., is on a regular schedule. When you have questions about such repair and maintenance or if student safety is jeopardized, contact the Physical Education Curriculum Specialist or FM.

## **H. Aerobic Equipment (Treadmills, Elliptical Cross-Trainers, Exercise Bikes)**

**High Schools** – Department Chair should contact the Physical Education Curriculum Specialist concerning all aerobic equipment (except Schwinn Airdynes). For Schwinn Airdynes, enter a TMA work request.

**Middle Schools** – Enter a TMA Work Request, noting the ID number of the equipment.

- I. Weight Equipment in High Schools** – Department Chair should contact the Physical Education Curriculum Specialist concerning selectorized weight equipment. For other weight equipment (benches), enter a TMA work request.

## **V. REPAIR OF HEALTH SERVICES EQUIPMENT**

**Contact: Health Services Department**  
**LPSDO - Box 18**  
**Phone – Extension 1657**

## **VI. REPAIR OF BUSINESS EDUCATION EQUIPMENT**

- A. Classroom Equipment** - Call the Applied Learning consultant (extension 1819) to request the repair of classroom equipment such as:
- calculators
  - electronic typewriters
  - computers and printers
  - computer network systems

## **VII. REPAIR OF MATH EQUIPMENT**

### **A. Classroom Calculators (Texas Instruments)**

1. Fill out a Non-Stock Requisition form (PR0001) listing an estimated flat fee of \$62 per calculator. Include a brief description of the problem. The vendor is:  
Texas Instruments  
2305 N. University Avenue  
Lubbock, TX 79408  
Attn: Repair Center  
PH: 800-842-2737
2. Send requisition with calculator(s) to the Purchasing Department at LPSDO, Box 37. Purchasing, along with the Distribution Center, will take care of sending the calculators to the vendor and will return them to the school when repair is completed.

## VIII. SCIENCE EQUIPMENT

General inquiries about repair can be made to the Science Curriculum Specialist (extension 1802). In some cases, local businesses or school personnel can repair equipment. Several items will need to be sent out of town to specific vendors for repair. **BE SURE TO KEEP WARRANTY RECORDS AND SERIAL NUMBERS ON EXPENSIVE EQUIPMENT.** This includes software licenses and building site licenses.

### A. Microscopes

Most repairs will be made during the summer. Some microscopes may be repaired by special arrangements during the school year; contact the Science Curriculum Specialist. A note to schools will be made every spring through the specialist's office regarding repair requests.

### B. Electrical Connections

Many hot plates, lamps, sterilizers, etc., can be repaired by FM (extension 1072X82808). Send item to be repaired to FM with a copy of the TMA Work Request attached.

### C. Other Special Equipment

Work directly with Purchasing on the return of equipment to specific vendors, since many have special warranty arrangements included in the purchase price. Of course, time of purchase is critical and **records will be needed** in many cases to verify purchase dates.

### D. Computers

For repairs on office computers, refer to Section IX-G. For repairs on instructional computers, refer to Section X-C.

## IX. REPAIR OF ADMINISTRATIVE/OFFICE EQUIPMENT

Note: Most of the machines used below have warranty periods when purchased. If you think one you have needs repair during the warranty period, contact Purchasing. We will check the warranty period and advise you who to contact. For repair when out of warranty, please select the firm listed for your brand.

### A. Adding Machines and Calculators

Contact the company listed below by the brand of equipment that requires repair.

Sharp	QuickTeq	466-1455
Texas Instrument and Casio	All Makes	477-7131
All Other	Central Office Eq. Co.	475-7523

**B. Cameras and General Photography Equipment**

1. Contact the company the equipment was originally purchased from and ask for a quote on repair. They will take the necessary information and contact the school with repair instructions and a repair quote.
2. Attach invoice to a Non-Stock Requisition to pay for the repair.
3. The equipment will be mailed to the school directly from the manufacturer after repair is completed.

**C. MFD (copiers, printers, fax)**

Contact the LPS HelpDesk at 436-1735.

**D. Dictation Equipment**

Contact the company listed below by the brand of dictation equipment that requires repair.

Dictaphone	Dictaphone Corporation	888-483-6266
Lanier	Wahltek	474-5873
Norelco, Phillips and Sony	Carmichael Business Systems	475-9260

**E. Laminators, Binders, Microfilm Readers, and Library Detection Systems**

Call LPSDO Library Media Services at extension 1628 to report any needed repairs. Minor repairs may be completed by submitting a TMA to FM.

**F. Computers**

Contact the Computing Services Help Desk, 436-1735, to arrange for repairs on Compaq, Dell, Windows, or Hewlett Packard compatible computers, and printers. See Section X. Miscellaneous, Item C, for Instructional Computers.

**G. Telephones**

All departments within the building are to report telephone failures to the front office personnel. Authorized personnel in the building will request repair through the TMA Work Request.

**H. Typewriter, Electric**

Contact the company listed below by the brand of electric typewriter that requires repair.

IBM & Sharp	QuickTeq	466-1455
Royal & Smith Corona,	Central Office Equipment Co	475-7523
Olympia Manuals and Remington		

**I. Typewriter, Electronic**

Contact the company listed below by the brand of electronic typewriter that requires repair.

Canon and Adler	Bahl Repair All	423-6588
Royal & Olympia	Konica Minolta	464-0555
Sharp & Panasonic	QuickTeq	466-1455
Xerox, Brother, IBM, and Nakajima	Bahl Repair All	423-6588
Other	Purchasing Office	436-1750

**J. Microwave Oven - Staff Use**

Most carry up to a one year warranty. If service is required while the unit is still under warranty, please contact the vendor from whom it was purchased. You can get the name of the vendor from your copy of the purchase order, or you may call Purchasing for assistance.

When a microwave requires service and is not under warranty, enter a TMA Work Request. FM will either repair it or will recommend a private firm to make the repairs.

**K. Chairs, Desks, Table Legs, Electric Staplers, and Electric Pencil Sharpeners**

1. Minimum repairs will be evaluated on a case-by-case basis. If economically feasible, FM will repair at no cost to the school. If more significant repairs are required, the individual school may need to provide an account number for material costs.
2. When an electric stapler or an electric pencil sharpener requires service, enter a TMA Work Request. FM will either repair it or will return it if repairs are not economically feasible.

**L. Upholstery**

On any furniture that requires upholstery repair or replacement, upholstery and repairs will require an account number to charge. Replacement (at no charge) will be made if we have like items in surplus. Send a Materials Transfer Request form to the Distribution Center. State on the transfer the item(s) to be repaired, the quantity and the account number to be charged. Distribution will pick up the items. Purchasing will decide if it is more cost effective to repair or purchase a new item.

**IMPORTANT:** Along with your Materials Transfer Request form, include a Non-Stock Requisition Form with a requisition number, account number, and your principal's signature. The requisition will be sent to Purchasing to pay for the repair or purchased item.

## M. Area Rug Rebinding

Fill out a Non-Stock Requisition, including an account number, to Floors, Inc., 5201 South 19<sup>th</sup> Street. The approximate cost is \$1.55/foot. Send this form along with a Material Transfer Request to Purchasing.

BEFORE THE RUG IS PICKED UP FROM YOUR SCHOOL, vacuum thoroughly; turn the rug over, and vacuum thoroughly from the backside. Distribution will pick the rug up and return it to you when it is rebound. This process could take up to one to two months.

## N. Hand Paper Cutter Blade Sharpening

1. Complete a Materials Transfer Form on line using the template available in the Distribution Center section of the LPS forms page. Print out the form, include an account number in the Special Instructions section for the \$30.00 sharpening fee, and have the administrator sign the form to approve the sharpening charge.
2. Remove the paper cutter blade and wrap it in newspaper. Help from a custodian to remove the blade may need to be requested. **With a permanent marker, write your school name on the blade.** Please send in **only** the blade.
3. Attach **two** copies of the Materials Transfer Form to the paper cutter blade.
4. The Distribution Center will pick up and deliver blades on daily mail routes.
5. Loveless Machine & Grinding will pick up blades at the Distribution Center. Allow two to four weeks turnaround time.
6. A copy of the Materials Transfer Form will be attached to the invoice when the work is completed and forwarded to the Accounting Department for payment.

## X. MISCELLANEOUS

### A. Elevators

When an elevator or chair lift fails, **do not** contact the elevator company. Contact FM for repairs and enter a TMA Work Request. Should repairs beyond their capabilities be needed, FM will contact the elevator company. If the school contacts the elevator company directly, they will be responsible for any service charges.

### B. Audio/Visual/Video Equipment

All departments within a building should report audio/visual/video equipment failures to the Media Specialist for that building. Media Specialists will authorize the TMA Work Request.

**C. Computer Equipment - Instructional**

All departments within a building should report computer failures to the Computer Liaison for that building. The Computer Liaison will report failures to the Computing Services Department, who will enter a TMA Work Request.

Keep purchase orders for computers and printers a minimum of three (3) years. If repairs are needed, be prepared to furnish a copy of the original purchase order so that the technician can determine if it is still under warranty.

**D. Other Equipment**

For repair of any other equipment (i.e., starting pistols, aquariums, health office scales, paper shredders, etc.) contact the Purchasing Department (extension 1750) for directions.