



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
7300-1

November 26, 1979

SERVICE/REPAIR OF MOVABLE EQUIPMENT

This procedure describes the processes used to secure service/repair of movable equipment and to assure quality control of this activity.

FUNCTION

1. Movable equipment shall be identified as--but not limited to--that equipment specified in ATTACHMENT 1 to this procedure.
2. The Assistant Chancellor - Facilities and Equipment Services shall manage the repair/service of movable equipment through the Equipment Repair Section.
3. The Equipment Repair Section shall:
 - a. Administer and provide all support documentation (e.g., contracts, invoices, purchase orders, forms) to facilitate the implementation and assure the quality of this activity (e.g., current list of movable equipment, the corresponding contractors, and equipment service dates; see (ATTACHMENT 1).
 - b. Within its capacity, provide service/repair for movable equipment.
4. Site business/plant managers (or designees) shall implement and support the repairing/servicing of District movable equipment at their locations.
5. The primary equipment user or equipment assignee shall be responsible for activating the process of repairing/servicing of that equipment via the "EQUIPMENT REPAIR ORDER" form and for documenting the quality of this activity via the "REPORT ON EQUIPMENT SERVICES" form.

IMPLEMENTATION

1. Non-emergency repair of non-contracted equipment.
 - a. The "EQUIPMENT REPAIR ORDER" form is completed by the site.
 - 1) Cardboard copy of form is attached to equipment.
 - 2) Site keeps green copy for file and retains pink copy until repaired equipment is returned, at which time the repair facility's representative signs the pink copy. Site immediately forwards pink copy to Equipment Repair Section. (Signed pink copy is proof of repair and thereby authorizes payment.)

- 3) Remaining three copies are forwarded to Equipment Repair Section.
- 4) If service/repair is substandard, site completes "REPORT ON EQUIPMENT SERVICES" form and forwards it to Equipment Repair Section.
 - b. **NOTE:** Invoices received by business/plant managers (or designees) must be forwarded immediately to Equipment Repair Section.
2. Emergency repair of non-contracted equipment.
 - a. The "EQUIPMENT REPAIR ORDER" form is completed by site. The repair order number is telephoned to the Equipment Repair Section along with other appropriate information as required (e.g., Model Serial #, District Inventory #, nature of malfunction).
 - b. Process is resumed and completed as in Item 2.1.1 of this procedure.
3. Non-emergency repair/service of contracted equipment (i.e., equipment which indicates some contractor responsibility).

NOTE: Refer to ATTACHMENT 1 or contact Equipment Repair Section to determine equipment status (i.e., warranty in effect--warranty expired).

- a. Warranty in effect (Equipment Repair Section will furnish all contractors with the "REPORT OF SERVICE RENDERED" form).
 - 1) Site contacts contractor directly or through Equipment Repair Section and states equipment malfunction.
 - 2) Contractor performs repair/service.
 - 3) Plant/business manager (or designee) signs "REPORT OF SERVICE RENDERED" form and offers remarks if necessary.
 - 4) Serviceman sends original and goldenrod copy to Equipment Repair Section.
 - 5) Site forwards canary copy to Equipment Repair Section.
- b. Warranty expired--Proceed as directed in Item 2.1 of this procedure.
4. Emergency repair/service of contracted equipment.
 - a. Warranty in effect:
 - 1) This service is contract-provided and is initiated by the site telephoning the contractor and relating the immediacy of the situation (refer to ATTACHMENT 1 or contact Equipment Repair Section for contractor identity).
 - 2) The damage of equipment due to accident, abuse, or natural disaster is not covered in annual bidding for contracted equipment repair. In this instance, an estimate from the contractor and authorization by Equipment Repair Section is necessary before the repair may be made.
 - b. Warranty expired--proceed as directed in Item 2.2 of this procedure.

FORMS/REFERENCES

REPORT OF SERVICE RENDERED--SDCCD FORM 7300.1
(Stocked at Equipment Repair Section)

EQUIPMENT REPAIR ORDERS--SDCCD FORM 7300.IA
(Stocked at Equipment Repair Section)

REPORT ON EQUIPMENT SERVICES--SDCCD FORM 7300.IB
(Stocked at Equipment Repair Section)

ATTACHMENT 1--Equipment Repair Contract

SUPERSEDES:

C-7621, 12/1/71	C-7665-1, 9/16/68
C-7631, 8/1/69	AC-7670, 7/1/73
C-7635, 9/16/68	AC-7670-1, 7/1/73
C-7635-1, 9/16/68	