

Repair of Privately-Owned Equipment	Procedure Number	655
	Effective Date	February 1, 2019

1.0 PURPOSE

Recognizing that the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in the laboratory period.

2.0 REVISION HISTORY

Adopted on:
 July 1993
 Revised on:
 September 2014
 January 2019

3.0 PERSONS AFFECTED

Students and employees

4.0 DEFINITIONS

Outside repair is defined to include any work on a piece of equipment in a College laboratory that belongs to a party other than the College.

5.0 PROCEDURES

A. All outside work must relate to the training unit (and noted in the course syllabus) being taught in the laboratory.

B. A copy of the UA-PTC work order, which contains liability waiver, must be completed by the faculty of that class and signed by the party for which the work is being done. The work order must contain work to be accomplished; start date; and anticipated completion date.

C. No cash/payment is to be accepted or received by any faculty member or student.

D. Donations to officially recognized College clubs or organizations may be accepted. Donations are named specifically to the unit performing the work. The donation structure must be prior-approved by the Dean and CFO before any acceptance of a work donation.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):		
Ratified by:		
Recommended by Chancellor (Signature)		

UA Policy Alignment		
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