



BEAUMONT ADULT SCHOOL



Equipment Maintenance and Repair Plan

OVERVIEW	Beaumont Adult School holds much equipment in inventory annually. For all programs a maintenance and repair plan is essential to ensure continuous instructional capacity on a daily basis.
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Beaumont Adult School		SERVICE DEVELOPMENT	
MISSION STATEMENT	To welcome and support students in learning and inspire them to achieve their goals and further their education	SERVICE DESCRIPTION	Education/Training/Workforce Training
GUIDING PRINCIPLES	We value an environment that inspires and provides opportunities to succeed and move beyond expectations. We value a safe learning environment that provides: integrity from all, dignity and respect for all, and physical safety for all. We value honesty and integrity in all relationships	PRICING MODEL	Medical arts: Mid level pricing -- ABE, ASE, ESL, HSD all Free
PAST TRAJECTORY AND RESULTS	The school has had very little growth over the past several years. The main accomplishment in several years was the joint accreditation between COE and WASC.	DELIVERY SYSTEM	In person direct instruction, Distance, Online
MANAGEMENT CONSTRUCT	Beaumont Adult School is governed by the BUSD and is managed by a Principal assisted by two administrative coordinators.	DELIVERY CAPABILITIES	WIFI, Classroom space limited
		CRITICAL ELEMENT SUPPLIERS	District, Adult Education Consortium, Community, Employer Partners, Workforce Development.

SITUATIONAL ANALYSIS (SWOT)

INTERNAL FACTORS	
STRENGTHS (+)	WEAKNESSES (-)
<ul style="list-style-type: none"> -Good inventory of equipment -Much new equipment -Good storage facilities -Staff dedicated to maintenance and good treatment of equipment -Strong maintenance and repair department - 	<ul style="list-style-type: none"> -Large amount of equipment -Obsolescence
EXTERNAL FACTORS	
OPPORTUNITIES (+)	THREATS (-)

<p>-Strong budget to support needs -Emerging instructional technologies</p>	<p>-Increasing costs of medical equipment -Increasing costs of technology -Professional development for emerging technologies</p>
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Plan Components		Three Year Plan	
Inventory	All equipment is inventoried each year by the staff. The BUSD requires an inventory of each purchased item and a list is maintained in the office. All purchases are tagged with a district asset tag to assist in the inventory process.	2018-19	Replacement of all desktop computers on campus with monitors, keyboards, mice. Installation of five portable presentation TV's, Installation of Simulation observation equipment for LVN simulation laboratory, purchase of materials and equipment for all medical courses as needed, ongoing maintenance and repair as needed through the year.
Emergency Purchases	Most purchases require Purchase Orders and must be approved at several levels. In the event of emergency need BAS has the ability to use the school credit card to purchase any equipment that is needed.	2019-20	Installation of five portable TV's, purchase of materials and equipment for all medical courses as needed, ongoing maintenance and repairs as needed through the year
Relevant and Up-to-Date Equipment	All classrooms are equipped with appropriate technology, presentation software and hardware, tables, chairs, and teacher work stations. Teachers have all materials necessary for teaching and learning.	2020-21	Installation of five portable TV's, purchase of materials and equipment for all medical courses as needed, ongoing maintenance and repairs as needed through the year
Maintenance/Replacement/Obsolete	The annual inventory gives an idea of the future needs. The BUSD provides maintenance of most technology and equipment by work order request. Other maintenance is provided through contracts such as with copier/printers. Replacement of equipment happens on an annual basis as needed as outlined in the three year plan. The BUSD has policies and procedures related to obsolete equipment and its disposal.	Review	Annual review of this plan may change the outgoing years of the plan based on need and budget capacity.
Safety Standards	All equipment meets standards set forth by policies and procedures of the BUSD and are safe and appropriate for the classrooms.		