



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## **Plan for Maintenance, Replacement, and Disposing of Obsolete Equipment**

### **Objective**

In order to provide the safe equipment and supplies required for the excellence of teaching proper skills and knowledge to its students CTK has clear plan for the maintenance, replacement or the disposing the Obsolete Equipment as needed.

### **Responsible Person and the outline of activities**

Instructors identify the equipment in question found in their classroom or the lab and inform to the IT Coordinator. Similarly, staff members also identify the equipment in question and inform to IT Coordinator. It is the responsibility of IT Coordinator to fix the equipment. If the IT coordinator found that the equipment is not fixable, s/he will consult to the Director/Finance Coordinator. After consultation s/he will ask the purchasing coordinator to purchase the equipment. The IT coordinator will obsolete the equipment.

### **Review, Evaluation & Revision of Plan**

This plan will be reviewed and revised by institutional advisory board or by staff meetings annually if necessary.