



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3512  
Page 1 of 2

## Business & Non-Instructional Operations

### Equipment

#### 1. Purpose and Scope

To provide guidelines and procedures to personnel assigned to district Maintenance Buildings and Groups Department relative to replacement and control of hand and specialized tools.

#### 2. Regulations

To insure the proper control of district-owned tools, the following regulations apply:

- A. Each employee will be held accountable for those tools assigned to him.
- B. All lost, worn out, broken, and damaged tools will be replaced at district expense.
- C. An annual inventory of tools will be required of all district maintenance personnel.

## Regulations and Procedures for Office Equipment

#### 1. Purpose and Scope

To maintain electronic and technical equipment in a high level of efficiency to assure an uninterrupted educational program.

#### 2. Regulations

- A. It is the responsibility of the manager of the Electronic and Technical Services Department to establish and maintain a schedule of ongoing maintenance of office electronic equipment.
- B. The principal is responsible for the following:
  - (1) Necessary budget allocations to cover all cost for replacement and additions for necessary electronic and technical equipment.

- (2) Maintaining a current list of equipment serviced, under warranty, or by outside contractors.
- (3) Placing all service calls for office equipment currently under warranty or under contract.

### Trash Disposal

#### 1. Purpose and Scope

To provide acceptable and economical ways of disposing of day-to-day trash (not sewage).

#### 2. Regulation

It will be the responsibility of the principal for the school and the purchasing manager for the district office to request the size and number of trash disposal receptacles needed.

- A. The size and number of receptacles necessary will be determined by the service provided by the contract company.

Regulation adopted 1-13-87

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35160            35168  
Code of Regulations, Title 5  
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United States Code, Title 20  
6322  
Code of Federal Regulations, Title 34  
80.1 – 80.52  
Public Law 107-110  
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