



## ADMINISTRATIVE PROCEDURE

### DONATION OF EQUIPMENT, FURNITURE, RUGS, DRAPERIES, ETC.

3355

Procedure No.

March 15, 1974

Date

- I. **PURPOSE:** To distribute information concerning the donation of rugs, draperies, furniture, refrigerators, freezers, air conditioning units, etc.
- II. **BACKGROUND:** A number of “used” items are being donated to schools by individuals or organizations.

Some of these items are presenting problems because they do not meet all of the requirements set forth by the Health Department or the Fire Marshall. For instance, rugs and draperies must be fire resistant and meet the test for allergies. In addition these used rugs and draperies present cleaning problems.

Some of the items being donated require a large amount of maintenance to keep them in operating condition. Some require special wiring, plumbing, or some other service to make them operative.

Therefore, the following procedures must be followed before accepting any donation of any piece of equipment, furniture, rugs, draperies, etc.

- III. **PROCEDURES:** Before a school receives any donated item or equipment the following must be followed.
  - A. Rugs, draperies, and furniture -
    1. The Plant Operation Department must be contacted prior to the receipt of any rugs, draperies, or furniture in order to:
      - a. Determine whether these donated items meet all of the fire, health, and safety regulations. (Tests to determine this will be paid for by the school or the person or organization making the donation.)
      - b. Determine whether these donated rugs, draperies, or furniture will present any cleaning or maintenance problems.
    2. Schools will be notified by the Plant Operation Department concerning the cost of tests and the results of tests.
  - B. Refrigerators, freezers, air conditioning units, washers, dryers, and other equipment type items -
    1. The Maintenance Department must be contacted to:



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- a. Determine whether the unit meets all health, fire, and safety regulations.
  - b. Determine whether there is adequate electrical service and/or plumbing available.
  - c. Determine if the proposed item will create any undue maintenance problems.
2. Any expense connected with the above will be paid for by the school or by the individual or organization donating the item.
- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Division of Facilities and Supporting Services will update this procedure when necessary.
- V. **CANCELLATIONS AND SUPERSEDURES:** This is a new procedure and there are no existing procedures superseded or cancelled.
- IX. **EFFECTIVE DATE:** March 15, 1974.

Approved by:  
Carl W. Hassel  
Superintendent of Schools

Distribution: Holders of Administrative Handbook