

LCD PROJECTOR INSTALLATION/REPAIR

	ACTIVITY	DEPARTMENT (Position) RESPONSIBLE	SUPPORTED BY	FUNDED BY
<i>Installation of NEW ceiling mounted LCD projectors will cost between \$2,500 to \$3,500 per unit and will take a minimum of 90 days.</i>				
NEW	DO NOT PURCHASE UNTIL YOU GET APPROVAL FROM FACILITIES	School	<ol style="list-style-type: none"> 1. Facilities, M&O 2. Outside Contractor 3. IT 	School Funds
A) TRANSFER FROM FACILITIES TO SITE				
A1	Provide new units during Reconstruction	Facilities	<ol style="list-style-type: none"> 1. Purchasing 2. IT 	Facilities Funds
A2	Provide new cables to connect new equipment to wall plug/port	Facilities	<ol style="list-style-type: none"> 1. Purchasing 2. IT 	Facilities Funds
A3	Test equipment during job walk	Site Tech	<ol style="list-style-type: none"> 1. Facilities 2. IT 	
B) OVERALL/ONGOING ACTIVITIES				
B1	Schedule troubleshooting in-service for Site Techs	IT		
B2	Order spare replacement parts to have on hand <ul style="list-style-type: none"> • Bulbs • Cables from unit to wall 	Site Tech	<ol style="list-style-type: none"> 1. Purchasing 2. IT 	School Funds
B3	Requisition (1) spare unit per campus	APC's	<ol style="list-style-type: none"> 1. Purchasing 2. IT 	General Fund
B4	Establish specification for new purchases	IT	<ol style="list-style-type: none"> 1. Purchasing 	
B5	Requisition new/replacement units and cables (as needed)	School	<ol style="list-style-type: none"> 1. Purchasing 2. IT 	School Funds
B6	Procure new/replacement units	Purchasing	<ol style="list-style-type: none"> 1. IT 	School Funds
B7	Procure new/replacement cables	Purchasing	<ol style="list-style-type: none"> 1. IT 	School Funds
B8	Receive and Inventory	Warehouse	<ol style="list-style-type: none"> 1. Purchasing 2. Fiscal Services 	
B9	Complete and mail warrantee information card	Purchasing		
B10	Maintain record of warrantees	Purchasing		
B11	Create/Maintain district inventory of projectors to track warrantee/extended service agreements expiration dates	Purchasing		
B12	Procure Extended Service Agreements and offer option to	Purchasing	<ol style="list-style-type: none"> 1. IT 2. Schools 	School Funds

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	sites			
B13	Procure yearly Service Agreements and offer option to sites	Purchasing	1. IT 2. Schools	School Funds
C) IF PROJECTOR IS NOT WORKING				
C1	Report problem to Site Curriculum Office	User	1. Site Tech	
C2	Direct Site Tech to Troubleshoot	APC		
C2	Examine projector and determine if it needs repair.	Site Tech		
D) IF PROJECTOR DOES NOT NEED REPAIR				
D1	If projector is working, test wiring from projector to wall and house wiring	Site Tech	1. IT	
D2	If wiring from projector to wall is found defective, replace with new	Site Tech		
D3	If projector and wiring to wall is working assume that house wiring is the problem, initiate work order and send to M&O	Site Tech	1. M&O	
D4	Contact wiring contractor	M&O	1. Purchasing 2. IT	Restricted Maintenance GF
D5	Procure wiring contractor unit price/yearly contract	M&O	1. Purchasing 2. IT	Restricted Maintenance GF
D6	Coordinate work on site	M&O	1. Site Tech	
E) IF PROJECTOR NEEDS REPAIR				
E1	Remove from bracket	Site Tech		
E2	Ship to Purchasing for repair along with Purchase Requisition with proper authorizations	Site Curriculum Office		
E3	Determine if under warranty	Purchasing		
E4	Determine if under extended service agreement	Purchasing		
E5	If not covered by warranty/extended service agreement send to contracted repair provider	Purchasing		School Funds
E6	Evaluate Repair vs. replacement cost	Purchasing	1. IT	
E7	If repair exceeds 50% of replacement determine next step	APC Site Tech	1. Purchasing 2. IT	
E8	Ship to appropriate vendor for	Purchasing		

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	repair			
E9	Follow up with vendor for timely repair	Purchasing		
E10	Return to site once repairs are completed	Purchasing	1. Warehouse	
E10	Reinstall and Test	Site Tech		
F) SURPLUS/DISPOSAL OF OBSOLETE EQUIPMENT - Please see Surplus Equipment Disposal Procedure				