Ivy Tech Community College of Indiana

POLICY TITLE
Repair of Privately Owned Equipment

POLICY NUMBER
9.9

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 1992/ Revised January 2006/Effective January 2006; revised October 2017/effective immediately

PURPOSE
Recognizing that the mission of the College is to educate individuals with skills and knowledge in occupational and technical fields as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in the laboratory period.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, Students

DEFINITIONS

POLICY
Outside repair is defined to include any work on a piece of equipment in a College laboratory that belongs to a party other than the College.

1. All outside work must relate to the training unit being taught, at the time, in the laboratory.
2. A copy of the liability waiver form and work order must be submitted to the instructor of that class.
3. No money is to be accepted or received by any faculty member or student unless it is for the actual cost of materials and/or parts used in the repair or maintenance service. Whenever possible, materials and parts should be furnished by the owner of the equipment.

PROCEDURE
Determined at campuses

REFERENCES
Equipment Repair Waiver

RESOURCE PERSON

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Vice Chancellor for Academic Affairs; School Deans