

District, M/O, ETIS, Site - Funding Responsibilities

<b>Audio/Video Equipment</b> ①,② - For LCD Equipment i.e. Projectors/Monitors, Reference Technology Section for Specific Funding Responsibilities	<b>District Funding</b>	<b>M&amp;O Funding</b> ⑦	<b>Site Funding</b>
Intercom - Repair/Replacement		X	
PA Sound System - Repairs/Replacement		X	
PA Sound System – Upgrades (Elective) ⑧			X
Permanently Installed A/V and Control System Equipment – Repairs/Replacement		X	
Permanently Installed A/V and Control System Equipment – Additional/Upgrades (Elective) ③			X
Permanently Installed A/V and Control System Equipment (Site Acquired) – Additional/Repairs/Replacement/Upgrades ⑦			X
Portable Sound Equipment – New/Repairs/Replacement ⑧			X
Pull Down Projector Screens - Replacement ⑦	X		
Site Requested New Equipment/Installation (May Require MCP Approval) ③			X
TV Monitors (All) – Additional/New/Repairs/Replacement (M&O Installation Only) ⑧			X
<b>Communications</b> ①,② - 2- Way Radios/Analog Phones (for VoIP(Digital) Phones, Reference Technology Section for Specific Funding Responsibilities)	<b>District Funding</b>	<b>M&amp;O Funding</b>	<b>Site Funding</b>
Analog Phone – Repairs/Replacement		X	
Analog Phone – Additional (Elective) ⑦			X
Analog Phone – Additional (Growth/School Sites) ⑦	X		
Phone Hands-Free Headset – New/Repairs/Replacement ⑧			X
Radio – Additional (Elective) ⑦			X
Radio – Additional (Growth/School Sites) ⑦	X		
Radio Batteries - Replacement (District Standard Radios)		X	
Radio (Emergency) – Replacement ⑦	X		
Radio – Replacement (Max of 1 Radio funded per site each fiscal year) ②		X	
Radio - Lost/Stolen/Missing ⑦			X
<b>Custodial Services</b>	<b>District Funding</b>	<b>M&amp;O Funding</b> ⑦	<b>Site Funding</b>
Carpet – Repairs/Replacement under DM		X	
Entry Floor Mats - New	X		
Entry Floor Mats - Replacement		X	
Floor Tiles and Covering – Repair/Replacement under DM ③		X	
Flooring Replacement - Elective (resulting from a site-identified program change) ③			X
Gym Floor Cleaning Supplies		X	
Gym Floor Protective Cover - New	X		
Gym Floor Protective Cover - Replacement		X	
Gym Floor Stripping and Refinish		X	
Pest Control Contracted Services (Exception of Nutrition Services Facilities) ⑦	X		
Replacement of Small Custodial Power Equipment at Site ⑦		X	
Vacuum – Repairs/Replacement		X	

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Electrical – Mechanical Trades	District Funding	M&O Funding	Site Funding
Ballasts – Repairs/Replacement ⑦		X	
Electrical Circuits - Dedicated Circuit ③	X		
Electrical Circuits - Elective - (site/department requested) ③			X
Electrical Circuits - Repair/Replacement ⑦		X	
Electrical Upgrades to Support Esports at Schools ③			X
Equipment - Repairs/Replacement ⑦		X	
General Electric (plugs, switches, int. lighting, outlets) - Repairs/Replacement ⑦		X	
Lighting (Outside) – Repairs/Replacement ⑦		X	
New Lighting Installation Request by Site ③			X
New Lighting Installation Request by Site (Safety/Security Issues) ⑦	X		
Site Requested New Equipment/Installation (May Require MCP Approval) ③			X
Stage Lighting (Permanently Installed) – Repairs/Replacement ⑦		X	
Electronic Alarms/Clocks/Bells	District Funding	M&O Funding	Site Funding
Electronic Message Boards/Marquees - New/Replacement ⑧	X		
Electronic Message Boards/Marquees - Repairs ⑦	X		
Monitoring Services	X		
Parts/Equipment Replacement ⑦		X	
Repair/Testing/Preventative Maintenance ⑦		X	
Site False Alarm Response (Employee Caused) ⑧			X
Equipment Repair – Business Machines/Office Equipment	District Funding	M&O Funding	Site/Dept. Funding
Copier Machines - Repairs/Replacement (District leased) - (contact vendor for repairs)	X		
Copier Supplies (contact vendor)			X
Dishwasher - Repair/Replace - Staff Break Room ⑦	X		
Fax Machine – Repairs ⑧	X		
Fax Machine – Replacement (Elective) ⑧			X
Fax Machine – Replacement (Broken) w/Approval by Business Services ⑧	X		
Fax Machine Supplies (contact vendor)			X
Laminating Machine – Repairs/Replacement ⑧			X
Microwave Oven Repair/Replace- Staff Break Room ⑧	X		
Refrigerator- Staff Break Room (1 per break room) ⑦	X		
Refrigerator - Middle School/High School Science Prep Area (1 ) (Repair/Replace) ⑦	X		
Refrigerator - Nurses Office (1 per site) ⑦	X		
Poster Maker ⑧			X
Typewriter Repairs/Replacement ⑧			X
Typewriter Supplies			X

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Fleet Services ①,②	District Funding	M&O Funding	Site/Dept. Funding
Golf Cart - (Purchased) - Repairs ⑦		X	
Golf Cart Replacement (Approval by Business Services) ⑦		X	
Golf Cart (Site Acquired by ASB/SCO/Donation w/inspection from Risk Management) - Batteries/Repairs/Replacement ⑩			X
GPS Trackers (vehicles)			X
Lube, Oil, Tune up ⑦		X	
Small Power Equipment Repair (site/some departments) ⑦		X	
Small Engine Repairs ⑦		X	
Vehicle Modifications – w/Approval by M&O Director ⑩			X
Vehicles (fueling)			X
Vehicles - New (must purchase 5-year extended warranty) ⑧			X
Vehicle - Repairs ⑦		X	
Vehicle - Repairs (major repairs/accidents/damages)			X
Vehicle - Repairs (minor repairs/preventative maintenance) ⑦		X	
Vehicle - Replacement	X	X	X
Vehicle Washing			X
HVAC – Mechanical Trades	District Funding	M&O Funding	Site/Dept. Funding
A/C Units Repairs and Replacement ⑦		X	
Boilers and Heaters (Hot Water)		X	
Site Requested New Equipment/Installation (May Require MCP Approval) ③			X
Ventilation System ⑦		X	
Ice Machines - Repairs ⑦		X	
Ice Machines - Replacement (Site Acquired) ⑦			X
Ice Machine Replacement for Staff Lounge ⑧	X		
Ice Machines – Replacement (Student/Athletics) w/Approval by Business Services ② ⑦	X		
Ice Machines - Additional/New ③			X
Ice Machines – Relocated ③			X
Paint	District Funding	M&O Funding	Site/Dept. Funding
Exterior Painting ⑦		X	
Interior Painting (Within Lifecycle) ⑦		X	
Murals – Additional/New Request/Repair/Replacement ③			X
Paint Relocatables (When moved or purchased new to match school color scheme) ⑦ ③	X		
Paint Onsite Storage Containers – District Approved		X	

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General Building Trades	District Funding	M&O Funding ⑦	Site/Dept. Funding
(White) Board – Additional (Elective, or to Replace a Non-Magnetic Board) <b>M&amp;O Installation Only</b> ⑦			X
(White) Board – Additional (Growth/School Sites) <b>M&amp;O Installation Only</b> ⑦	X		
(White) Board – Replacement ⑧		X	
Chairs – Additional (Elective) ⑧			X
Chairs – Additional (Growth/School Sites) <b>Approved by Business Services</b> ⑧	X		
Chairs – Broken /Replacement (Misuse/Vandalism) ⑧			X
Chairs – Replacement (Worn Out) ⑧	X		
Desks/Other Furniture - Broken/Damaged - Replacement (school site)			X
Desks/Other Furniture - Repairs		X	
Desks/Other Furniture (school site) – Replacement <b>Approved by Business Services</b> ⑧	X		
Door Hardware and Locks – Repairs/Replacement		X	
Duplicate Keys		X	
Fire Extinguisher Inspection/Recharge/Replacement		X	
Furniture (non-school sites) - Additional/New/Replacement (Elective/Growth) ⑧			X
Furniture (non-school sites) - Replacement (Worn Out) ⑧	X		
General Building Repairs		X	
Glass - Repair/Replacement		X	
Glass – Repair/Replacement (Vandalism) ⑦	X		
Graffiti Removal		X	
Locker Damage ⑦			X
Locker - Repair/Replacement		X	
Marquee Repairs		X	
Microscopes – New/Cleaned/Calibrated ⑧	X		
Paper Cutter - Replacement ⑧			X
Piano – Repair/Tuning ⑧	X		
Re-key due to Lost/Stolen Key (Site/Bldg.) ④ ⑦			X
Relocatable Ramps – Repairs/Replacement		X	
Roofs - Repair/Replacement		X	
Signs – Additional/New Requests by Site (General) ⑦			X
Signs – Repair/Replacement (General)		X	
Signs – Traffic/Security - New/Replacement ⑦		X	
Signage – New (Administration) <b>Approved by Business Services</b> ⑧	X		
Small Maintenance Power Equipment at Site – Repairs/Replacement		X	
Stage Curtains Repairs/Replacement		X	
Table/Bench Repairs		X	
Vandalism - Repairs		X	
Window Blinds – Additional ③			X
Window Blinds – Repairs/Replacement ②		X	

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<b>Plumbing – Mechanical Trades</b>	<b>District Funding</b>	<b>M&amp;O Funding ⑦</b>	<b>Site/Dept. Funding</b>
Alarms Fire Systems (water)		X	
Backflow Sprinklers		X	
Backflow Water System		X	
Drinking Fountains/Bottle Filling Stations – Additional (Elective) ③			X
Drinking Fountains/Bottle Filling Stations – Repairs/Replacement		X	
General Plumbing Repairs		X	
Sewage/Waste Mains		X	
Site Requested Installations ③			X
Swimming Pools – Equipment Maintenance/Repairs/Replacement		X	
Water Mains		X	
<b>Grounds – Greenscape</b>	<b>District Funding</b>	<b>M&amp;O Funding ⑦</b>	<b>Site/Dept. Funding</b>
Field Line Paint Marking Machine (High Schools) – Turf Tank Repairs/Replacement ②		X	X
Field Marking Paint (Turf Tank) ⑧		X	X
Infield Grooming Equipment (High Schools) – Repairs/Replacement ②		X	
Infield Angel Mix Materials (High Schools) – Repairs		X	
Infield Angel Mix Materials (High Schools) - Additional (Elective) ⑧			X
New Irrigation System Installation - Request by Site ③			X
Modify Irrigation System - Request by Site ⑦			X
New/Additional Plants and Trees - Request by Site (M&O Labor Only) ③			X
Over Seeding: High School Stadium Fields		X	
Over Seeding: High School Athletic Fields - Seed ⑦			X
Over Seeding: Turf Areas (Inside the PSHS and RMHS Campuses Only)		X	
Replacement of Existing Plants and Trees		X	
Repairs of Existing Irrigation Systems & Components		X	
Replacement of Small Grounds Power Equipment at Site		X	
<b>Grounds – Hardscape</b>	<b>District Funding</b>	<b>M&amp;O Funding ⑦</b>	<b>Site/Dept. Funding</b>
Asphalt/Concrete Areas – Repairs/Replacement		X	
Basketball Backboards – Repairs/Replacement		X	
Basketball Rims – Repairs/Replacement		X	
Fencing & Gates – New for Facility Security & Safety		X	
Fencing & Gates – Repairs/Replacement		X	
General Welding - Repairs		X	
Playground Equipment – Repairs		X	
Playground Surfacing – Preventative Maintenance/Repairs/Replacement		X	
Restriping of Parking Lots – Contracted out		X	
Sand for Sand Boxes		X	
Shade Canopies – New (Site Acquired) - w/District Approval ③	X		X
Shade Canopies – Repairs/Replacement (fabric) MCP Funding ③	X		
Shade Shelters – Repairs (Outside Warranty Period)		X	
Solar – District Owned - Maintenance/Repairs (Outside of Warranty Period)		X	
Solar – District Owned -(Vehicle Damaged)		X	X
Speed Bumps – Additional/New Request (Elective) ③			X
Speed Bumps – (Safety) ③	X		
Tennis Court – Repairs/Replacement/Resurfacing		X	
Tennis Court Wind Screens (Fabric - Repairs/Replacement)		X	
Tennis Court Wind Screens (Fabric) - Additional/Upgrades ⑧			X

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Athletic Equipment	District Funding	M&O Funding (7)	Site/Dept. Funding
Pool Cover - Replacement (8)	X		
Shot Put Cage Netting- Replacement (8)	X		
Sports Trainer Equipment & Tables	X		
Sports Weight Lifting Equipment Training			X
Soccer Goal Nets, Tennis Court Nets and Basketball Nets - Replacement (8)	X		
Video/Scoreboard Repair (Large) - (district purchased or approved donations)		X	
Video/Scoreboard Purchase/Replacement (Small)		X	
Soccer Goals, Shot Put Cage - Replacement (8)	X		
Wrestling Mats - Repair/Replacement (8)			X
CTE/Linked Learning Program Equipment	CTE Funding	M&O Funding	Site/Dept. Funding
Equipment - Repairs/Replacement (7)	X		
Washer and Dryer - High School / Middle School (Repair/Replace) (8)	X		
Technology Equipment (1),(2) – Computers/Peripherals/Security Cameras/Technology Enhanced Classrooms/VoIP (Digital) Phones	District Funding	ETIS Funding	Site/Dept. Funding
Access Control - Elective (1)(9)			X
Access Control - Growth/Additional (cabinet approval) (1) (9)	X		
Access Control - Repairs (9)		X	
Access Control - Battery Replacement (7)	X (M&O)		
Access Control - Door/Hardware Repairs (7)	X (M&O)		
Cell Phones - District (HR approval) (9)	X	X	
Classroom Software (ETIS approval) (9)			X
Computers (Desktop/Laptop/Tablets) - Additional (Elective) (9)			X
Computers (Desktop/Laptop/Tablets) - Additional (Growth/School sites) (9)	X		
Computers Labs - Repairs/Replacement (9)			X
Computer/Monitor Replacement (5 year Cycle) Teachers/Administrators/Staff (9)		X	
Computers – Technical Support (9)		X	
Installation - New Computer Equipment (9)		X	
MiFi - Student (9)		X	
MiFi - Staff (9)			X
Other Tech Equipment (Elective) (9)			X
Peripheral Equipment (monitors, printers, scanners) – Additional (Elective) (9)			X
Peripheral Equipment (monitors, scanners) – Repairs (9)		X	
Peripheral Equipment (Site Acquired) monitors, printers, scanners – Repairs (9)			X
Projectors & ViewSonic - New (9)		X	
Projectors & ViewSonic - Repair/Replacement (due to damage) (9)			X
Rital Units (outdoor IDF) (9)		X	
Security Cameras - Additional (Elective) (1)(9)			X
Security Cameras - Repairs/Replacement (9)	X		
Security Cameras - Software Licensing (9)	X		
Security Cameras (Site Acquired) – Additional/Repairs/Replacement/ Upgrades (1)(9)			X
Technology Enhanced Classroom Equipment – Repairs (5) (9)			X
Technology Enhanced Classroom Equipment – Replacement (6) (9)	X		
Technology Enhanced Equipment – Growth (9)	X		
Technology Enhanced Equipment Installation (9)		X	
VoIP Digital Phone Equipment - Additional (Elective) (9)			X
VoIP Digital Phone Equipment - Additional (Growth/School Sites) (9)	X		
VoIP Digital Phone Equipment - Repairs (9)		X	
VoIP Digital Phone Equipment - Replacement/Software Licensing (9)		X	
Wireless Units (expanding) (9)		X	

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Miscellaneous - School	District Funding	M&O Funding	Site/Dept. Funding
Air Purifier Filters - Replacement ⑦		X	
Carpet/Flooring Modification (due to site identified program changes) ⑩			X
Chemicals and Paint - Removal/Disposal ⑦		X	
Clocks - (Electronic - Battery Replacement) ⑦		X	
Dishwasher Replacement in Staff Lounges ⑧	X		
Equipment (purchased by the site and or donated, not approved by the District/M&O prior to purchase) ⑨			X
Fines Associated with SCO's/Independent Auditor, (if necessary)			X
Fire Inspections *	X		
Furniture Replacement - Lobby & Office (approved by Business Services) ⑧	X		
Furniture Replacement - Lounge/Reception ⑧			X
Guard Gates in School Libraries - Repair ⑦			X
Guard Gates in School Libraries - Replacement ⑧	X		
Gym Floor Covers - Replacement ⑧			X
Gym Floor Cover Storage Cart - Replacement ⑧			X
Hand Sanitizer & Disinfectant Wipes ⑦		X	
Health Office Cots - Re-upholstered ⑧	X		
Installation of Site Purchased Materials and Supplies ⑦			X
Large Project Equipment (ex. Kiln) - New ⑧	X		
Large Project Equipment - Repair/Replace ⑧	X	X	X
Outside Flagpole Flags - Replace ⑦	X		
Porto Cool Fans (Repair/Replacement) ⑧	X		
Refrigerator - School Site Health Office ⑧	X		
Refrigerator - School Site Staff Lounge (20.8 cu. ft.) - Replacement ⑧	X		
School Health Wheelchairs/Wheelchair Replacement ⑧	X		
School Safe ⑧	X		
Science Classroom Chemicals & Disposal ⑧	X		
School Safes-Access in Lieu of Keys/Combinations			X
Scooter/Skateboard Rack ⑧			X
Storage Containers - Relocation ⑦			X
Traffic Cones ⑧			X
Washer and Dryer - High School / Middle School (Repair/Replace) ⑧	X		

LEGEND	
①	Cabinet Approval
②	If equipment is not economical to repair (disposable) at the discretion of the respective funding department (i.e. equipment valued less than \$500)
③	Requires Minor Capital Project (MCP) Approval
④	Maximum charge to site -\$1,000
⑤	Replacement lamps for projectors are responsibility of site
⑥	If equipment fails outside of warranty coverage, site funding responsibility
⑦	Submit a work order to M&O (School Dude)
⑧	Call Purchasing Department - 760-883-2710, option 3
⑨	Call ETIS - 760-992-3200
⑩	Requires contacting M&O Department - 760-322-4115
*	Forward Invoices to M&O