

## SDCCD Equipment Replacement Plan

The purpose of this program is to establish a equipment plan for the replacement of San Diego Community College District vehicles and equipment. The objective is to standardize the capital equipment replacement process in order to create a managed system of purchasing and funding capital equipment, thereby allowing the District to accurately plan and budget for future departmental capital equipment requirements.

The plan has two major categories: District responsibility and Campus responsibility. Under these two categories there are two major sub categories: major equipment purchases with a value of \$50,000 or greater and minor equipment purchases under \$50,000. The Equipment Replacement plan provides for replacement intervals on an annual basis to reduce capital, operating and maintenance costs in order to maximize the safety and efficiency of the equipment across the District. The District's responsibility is to support facilities, infrastructure and services across the District with the College focusing on equipment that is required in support of its educational mission. Additionally, there is a possibility that some equipment may not fall clearly into either category, and those items will be addressed on a case-by-case basis.

For our fleet of vehicles, the purpose of the plan is to control the overall cost of operating and maintaining the District's fleet of vehicles and equipment; to maintain vehicles and equipment in a manner that extends their useful life; to control the growth in size of the fleet; to standardize the composition of the fleet and equipment; and to accurately budget for maintenance and replacement costs.

This plan consists of three planning cycles: short term, mid-term and long range. The short-term cycle consists of the approved purchases in the current budget year and the proposed capital equipment purchases for the upcoming budget year. The mid-term, five-year cycle, rotates through each budget year and seeks to forecast upcoming short-term expenditures. The long-term cycle, at a minimum, lists every piece of equipment by District or Campus, the purchase date, purchase price, the current status, and the estimated useful life and replacement cost.

The targeted replacement cycles, in terms of years and/or miles for the current equipment, are as follows:

Description with Age/Miles:

Automobiles - Sedan: 10 years/100,000 miles

Vans - Cargo: 10 years/120,000 miles

Vans – Passenger: 10 years/100,000 miles

Light Duty Trucks - Sports Utility, Pickup and 4x4: 10 years/100,000 miles,

Medium & Heavy Duty Trucks: 15 years/150,000 miles

Replacement of Fixed, Add-on Equipment: 10 years

Other Equipment - By condition or expected life cycle duration

Funding for equipment replacement can come from several sources, some of those sources are:

- One Time State Funding
- Annual Budget
- Lease Proceeds
- End of Year Rollover Funding

The Vice Chancellor of Facilities Management, working with the Vice Presidents of Administration at each campus, will have the responsibility of implementing the Equipment Replacement Plan. The focus of the Vice Chancellor will be the equipment designated as “District Responsibility” while the Vice Presidents of Administration will focus on their “Campus Responsibilities.” The Management Service Committee meetings will be the forum for equipment replacement discussion.