

MAINTENANCE AND REPAIR OF AUDIOVISUAL EQUIPMENT

The equipment manuals for all audiovisual equipment must be housed in the library media center. They should be appropriately filed and include the model number on the manual covers.

A basic tool kit for the media center should include screwdrivers (Phillips and flat head of various sizes), Allen wrenches, pliers, portable vacuum cleaner, lens tissue, head-cleaning kit, alcohol, Q-tips, lint free cloths, and spray lubricants. Routine maintenance and minor repairs require the use of the equipment manual. Do not dismantle or lubricate any parts without following the manufacturer's specific instructions.

Headphones, in particular, require periodic cleaning. Sprays or alcohol may be used. Moisten a tissue and wipe the ear cushions, being sure to reach all crevices. Routine maintenance and minor repairs of audiovisual equipment are the responsibility of the school's library media center staff. Repairs that are not minor may be covered under the District's service contract or may be completed by the District's maintenance personnel.

Repairs Through Contracts or County Personnel

1. The District arranges for repair contracts for some audiovisual equipment once the manufacturer's warranty expires. The "Service Contract List," <<http://web/districtmaint>> should be consulted. Follow the instructions for repair as provided on the "Service Contract List." (Maps, globes, and projection screens are not repaired by any district department. The school may call the vendor to determine warranty information.)
2. Repairs made by the Maintenance Department require the following steps:
 - a. Repairs should be tagged with the proper maintenance tag and include school or center identification number. You may request tags from Learning Resources & Instructional Materials (754 321-3320).
 - b. Tag should supply information regarding the nature of repairs needed.
 - c. Equipment will be transported to the Maintenance Department by the District Mail Service ("Pony").
3. Other types of equipment require maintenance and repair by special personnel within a department:
 - a. Call BECON Maintenance, 754 321-1000, for repair of:
 1. Television sets
 2. Closed circuit TV system
 3. Multimedia projectors
 4. Videotape recorders
 - Purchased through bid - Call BECON Maintenance, 754 321-1000
 - Purchased from local vendors and not through bid - The school is responsible for locating a repair service and for the repair costs.
 5. Videocameras
 6. Document cameras
 7. Epson LCD projectors
 - b. Call COMPASS, 754 321-4490, for work orders to repair the following equipment (be sure to have the make, model, and serial number available, if any):
 1. Laminating machines
 2. Laserdisc players
 3. Paper cutters
 4. Varitronics poster printers
4. Digital still cameras – Currently, these must be repaired by an outside vendor
5. Computers and printers
 - Call ETS Help Desk (754 321-0411) if unsure of problem. They make handle it or tell you to call it in to COMPASS (754 321-4490).
 - If circulation computer, call Marcus Fontaine first at 754 321-3327 in case it is a software problem.