

EQUIPMENT REPAIRS AND MAINTENANCE

The district provides funding for repair and maintenance of certain equipment. These items include:

- appliances
- balances
- kilns
- lamination machines
- microscopes
- musical instruments
- piano tuning and repair
- library security gates (Library 3M)
- sewing machines
- Industrial Arts equipment

Please contact the [Purchasing Department](#) at 303-326-1988 to schedule a repair visit or to inquire about a district purchase order to cover the cost of these repairs. Invoices for these repairs are normally mailed directly to the [Accounts Payable Department](#). If your site receives the invoice, please forward to the Accounts Payable Department with a brief note of explanation.

Equipment that is not covered by district funding for repairs will need to be arranged and paid for by the site requesting the service and charged to an account with an 0430 (repairs and maintenance services) object code. Request billing to your site and arrange to pay the invoice by one of the methods listed in the [Payment Methods](#) section of this manual.

You may contact the Purchasing Department at 303-326-1988 for a list of qualified suppliers.