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# SMARTBOARD MOUNTING PROCESS (TEC-P013)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This process outlines the requirements for requesting the mounting of SmartBoard hardware technology in a lab or classroom and the support responsibilities therein in the Wenatchee School District.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Digital AV Technician

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

## 4.0 DEFINITIONS:

- 4.1 TRA –Technical Resource Assistant
- 4.2 Tech WOS –Technology Work Order System
- 4.3 SchoolDude –Maintenance Work Order System

## 5.0 PROCEDURE:

### 5.1 Building

- 5.1.1 Building TRA contacts Digital AV Technician and makes request in Tech WOS for installation of wall-mounted SmartBoard.
- 5.1.2 Within 72 hours, Digital AV Technician makes arrangements to meet with TRA and Maintenance electrician to consult location of SmartBoard placement in room. Consultation includes discussion of placement, power requirements/availability, and parts required.
- 5.1.3 If power requirements/availability cannot be met, or the cost of upgrade exceeds reasonable expenditure, the Digital AV Technician will close out the job in the Tech WOS annotating the findings in the notes section.
- 5.1.4 Digital AV Technician gathers parts information, vendor information, and pricing estimate, and submits via email to building TRA for order information and decision at building level.
- 5.1.5 Building approves and submits a budget number to the Director of Operational Technology for order processing.
- 5.1.6 Building submits electrical addition/modification work order into Maintenance “SchoolDude” work order system as outlined by Maintenance processes.
- 5.1.7 Digital AV Technician updates the job status according to order and notes in the Tech WOS.
- 5.1.8 Building notifies Digital AV Technician when parts and electrical work is completed.

### 5.2 Technology

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5.2.1 Digital AV Technician makes arrangements for installation during non-class times with building and Maintenance staff when assistance required.

5.2.2 Digital AV Technician mounts hardware and cabling within specifications of installed electrical circuit.

5.2.3 System tested and job closed in Tech WOS.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 N/A

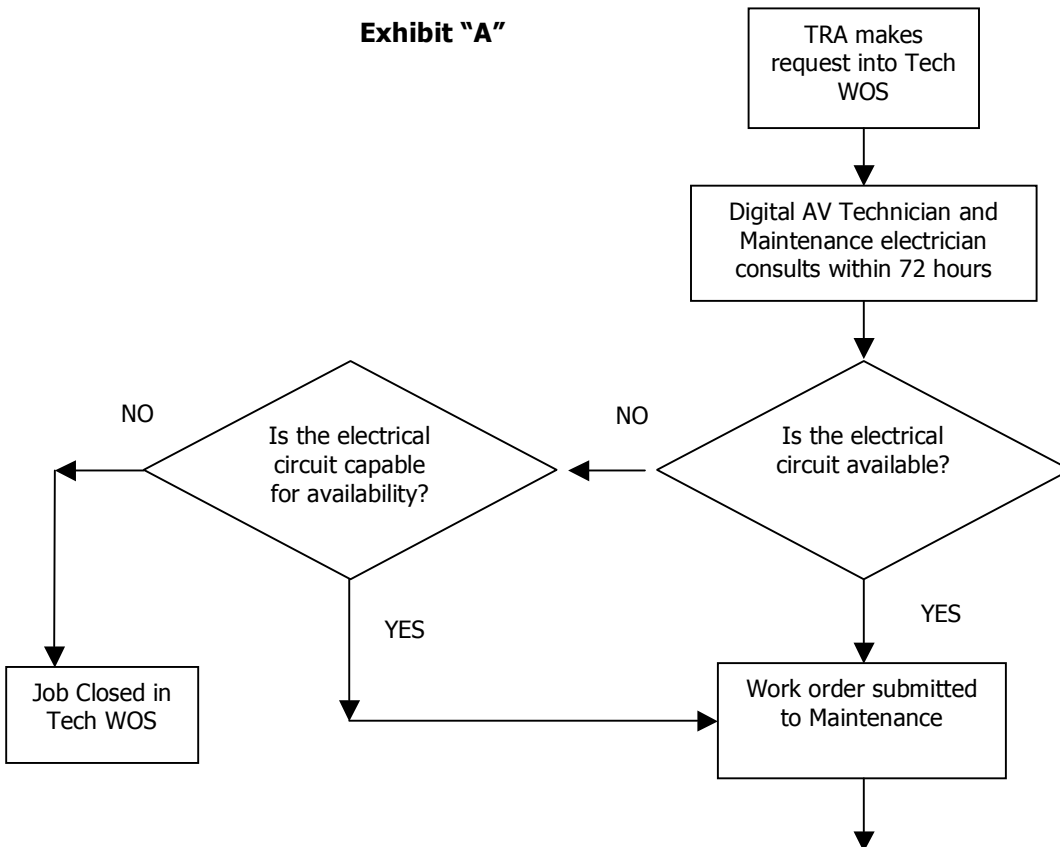
### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
27-SEP-07	A	Original Release
14-DEC-07	B	Section 5.1.4 Updated, 5.1.5 inserted, flowchart updated.

#### Exhibit "A"

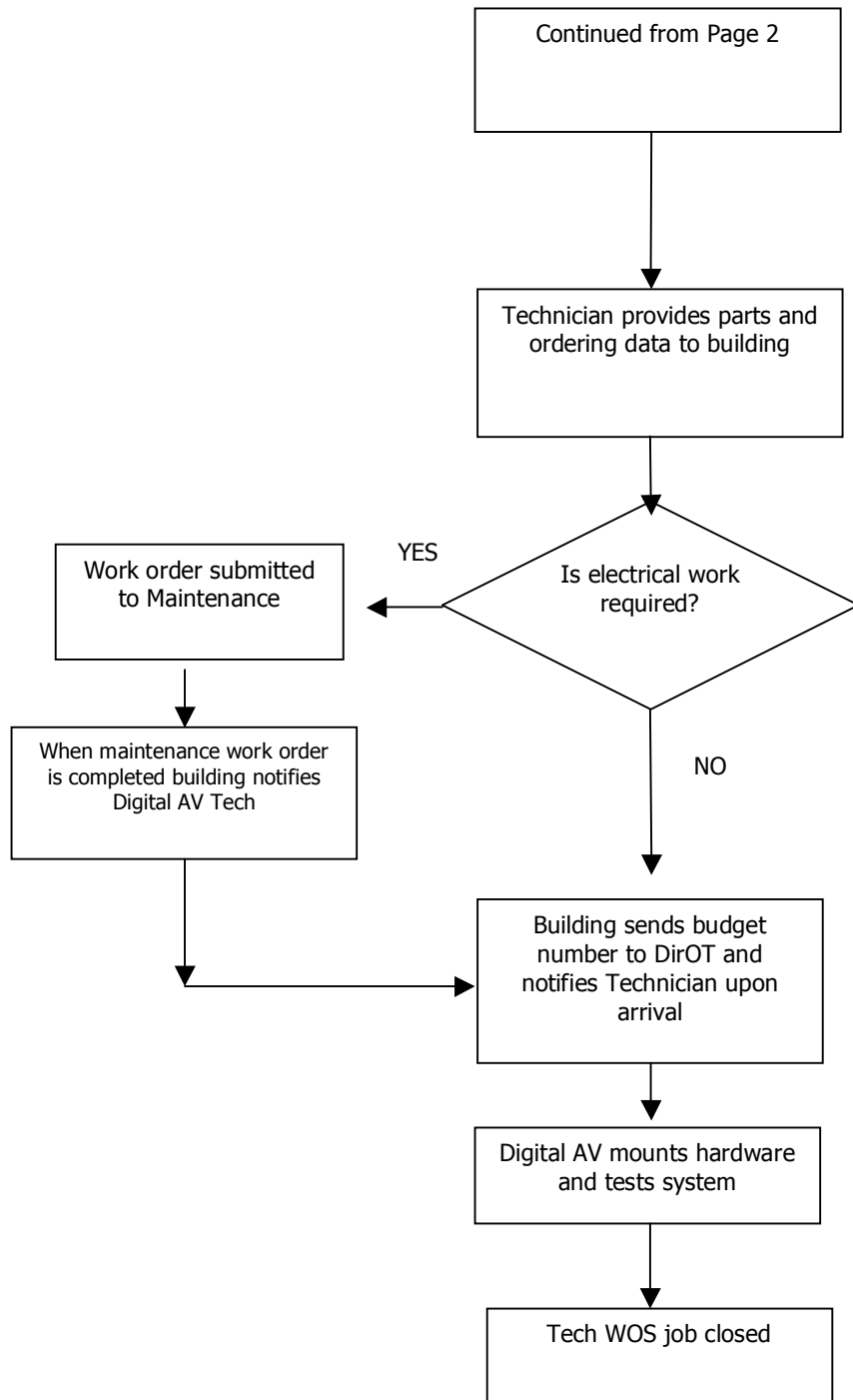


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**\*\* End of procedure \*\*\***