

Equipment Repair

What We Do

The ECESC Repair Department services audio-visual and computer equipment at substantial savings to member schools. Year-round, member schools may send equipment to the Center for repair and cleaning.

A courier system transports equipment for repair to and from member corporations every other week during the school year. Cost-effective repairs help schools to maintain every-increasing inventories of computer and audio-visual equipment. Reasonable rates are charged for repair time and materials.

Benefits to Schools

- No charge for pick-up and return of equipment
 - Cost-effective repair service at less than industry rates
 - Good repair turn-around times
 - Quality maintenance that prolongs the life of equipment
 - Honest answers to repair problems
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What We Service

VCRs	Laptops	Televisions
Projectors	Monitors	Stereos
Cassette Recorders	Mice	CD Players
Record Players	Keyboards	TV/VCR Combos
CPUs	Camcorders	Laminators
		Typewriters

.....and much more!

How to Contact Us

Repair Department Hours:

Monday – Friday 8:00 a.m. – 4:00 p.m.

(Summer hours: 7:30 a.m. – 3:30 p.m.)

Phone: 765.825.1247

Toll free: 800.669.3010

Fax: 765.825.2532

Supervisor – [Walter Harrison](#)

Repair Dept. Secretary – [Teresa Farmer/Mary Barbour](#)

Drivers: Chuck Frank, Bob Barbour

Repair Procedures

1. Fill out a yellow ECESC equipment repair tag for each item. Include a brief description of the nature of the problem. Attach the tag to the item. If you wish to receive notification of cost before repairing, please note on tag, otherwise repair will automatically be made. Notification is made by faxing a “Repair Estimate” form to your building. You are to accept or decline the repair and return by fax to the SC.

(NOTE: Be sure the school name is permanently marked on the equipment.)

2. Place repair items at the designmate corporation pick-u point.

3. School personnel may deliver broken equipment to the Center. However, a yellow ECESC

repair tag must be attached.

4. The average turn-around time for repair of most items is 2-4 weeks, depending upon availability of parts and technician workload. Please contact the Repair Department Secretary for repair time information.

5. When the ECESC courier returns repaired items to a corporation, a school employee must sign two finished work orders as proof of delivery. One copy remains with the account payable representative at the school district. The second copy issued is for billing purposes at the Center.

6. Following the last regular van delivery in June, schools may request pick-up for large numbers of items needing repair or cleaning during the summer. Please mark the tags "Summer Maintenance" and note any problems you are having with it. Pick-up is scheduled on an individual basis.

7. Summer maintenance items are delivered to a corporation at least one week prior to the beginning of the fall semester.