

Date: May 11, 2011

To: Media Specialists, I.T. Managers

From: Carey Goffic, Department Head, Electronic Services

RE: SUMMER MAINTENANCE & REPAIR/INSTALLATION EQUIPMENT INFO.

- **CHANGES in ANNUAL PREVENTIVE MAINTENANCE :**

- (Cleaning & adjustments of equipment):**

- This summer (2011) due to budget restrictions & personnel cuts, Electronic Services will not perform preventive maintenance of equipment at the schools.

- **THE ELECTRONIC SERVICE DEPT. WILL CONTINUE TO PROVIDE YEAR-ROUND, WITH REDUCED STAFF, THE FOLLOWING SERVICES:**

- 1.) IN-HOUSE (Bench) REPAIRS:**

- Schools may continue to send in,*via ESD courier or you may bring directly to the ESD office, any Audio Visual or computer equipment needing service or repair.

- (*check with your school secretary for last day ESD courier pickup)*

- Serviced items will be returned to your district by the ESD.

- Please call or use the on-line request form to request specific repair/installations as needed: www.soesd.k12.or.us/Page.asp?NavID=1451

- 2.) ON-SITE REPAIRS & INSTALLATIONS:**

- Electronic Services will continue with repair and installation of systems located throughout our component school districts during the summer and school year.

- Please call or use the on-line request form to request specific repair/installations as needed: www.soesd.k12.or.us/Page.asp?NavID=1451

The SOESD Electronic Service Departments' summer hours are M-F 7am – 4pm beginning June 20th

For further information/questions please call:

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cc: Superintendents

Principals

Business Managers