

Operation Maintenance, Improvement of the Physical Plant Plan

Purpose

The Plan for Operation Maintenance, Improvement of the Physical Plant is to ensure that the Monongalia County Technical Education Center (MTEC) establishes an importance on the operation, maintenance, and improvement of the MTEC facility and grounds.

Responsibility for Implementation

The Monongalia County Board of Education has a maintenance department that is responsible for maintaining the physical plant for the schools located in Monongalia County. This department has several staff members to coordinate the efforts to ensuring the buildings are in great working order.

MTEC utilizes the maintenance department through the OZ system for work orders that need to be completed. The work orders that can be completed during the day with little or no interference to school are completed in a timely manner. The work orders that will cause some interference to the school day are completed once the students have gone for the day. Other construction projects such as painting, adding buildings, and other larger projects are completed in the summer months.

Maintenance Department responsibilities include:

The Monongalia County maintenance department is responsible for providing staff development for custodians and maintenance personnel. The maintenance department works with governmental agencies to provide services to school buildings such as Board of Risk Management, State Fire Marshal, Health Department, DEP, etc. The maintenance department and staff are capable of doing any type of work that may be needed to either construct or maintain a facility. The maintenance department will contract out for paving, elevators, fire protection and waste removal. The Monongalia County maintenance personnel are generally responsible for the following:

Carpentry	Mechanical	Roofing	Siding
Plumbing	Locksmith	Doors & Windows	Flooring
Excavation	Electrical	Locksmith	Grass cutting
Painting	Concrete	Snow removal	Electronic
Heating, Ventilation, and Air Conditioning			

State Law and Federal Codes

Monongalia County Schools complies with Title 126, Legislative rule, Board of Education, Series 172, Handbook on Planning School Facilities (6200). The legislative rule directs each county school district to maintain and update annually a Comprehensive Educational Facilities Plan (CEFP).

Evaluation Process

The Monongalia County Schools Board of Education has vendors in place that coordinate with the county's School Safety & Loss Coordinator to inspect various systems for each school.

In each program area, students are also observers of their surroundings as they are part of a Simulated Workplace. Students are encouraged to notify their teachers and administrators about facilities concerns.

Continually throughout the year MTEC's custodial staff will continue to monitor each area that they cover and report problems to the administrators.

The yearly performance evaluation of the custodial staff are conducted by the Director/Principal.