Tri-County Career Center Operation and Maintenance of all Physical Facilities Plan

Operation and Maintenance of all Physical Facilities Plan

Goals and Objectives

Tri-County Career Center strives to maintain the facilities for all programs. Safety for staff and students is the utmost important concept of the center. The center works off a maintenance to do list for daily or regular items needing attention. A summer schedule is in place for bigger renovations and annual maintenance.

All staff are required to complete safety training. We use an online program along with guest speakers if needed to cover all state and federal required training.

Procedures and Specific Guidelines

The Board of Education and the Superintendent will approve outside maintenance and facilities projects. A plan for upcoming projects and needed renovations is in place. This plan is reviewed annually to ensure adequate learning facilities and meet the best needs of the students and staff.

The Superintendent will initiate the facilities planning and will consider suggestions from the administration and staff. Any suggestions will be presented to the Board of Education through the Superintendent before approval of the facilities plan. These plans will include recommendations based on activities that will take place in the building; specific architectural characteristics desired; equipment required; spatial relationship to other district facilities; and other pertinent factors.

Any new construction or major renovations will be designed in accordance with state approved plans if required by law and will comply with access requirements for persons with disabilities as required by law.

All new technology expenditures are approved by the Director and Superintendent. There is an advisory board that gives advice on the center's technology needs. The center continues to evaluate the need to increase the bandwidth. This is done on an annual basis. Software and

hardware purchases have to be approved by the Technology Supervisor, then the Director and Superintendent.

The District may acquire real property necessary for facility improvement or expansion through eminent domain only in accordance with the law. The District will provide for the relocation of any persons displaced by the acquisition of property through eminent domain as required by and in accordance with law.

Safety Inspections for fire extinguishers are done annually, along with a complete Fire inspection of the entire center. These are coordinated through the Maintenance Supervisor. This required by state law. Other regular scheduled inspections are conducted by our maintenance department staff throughout the year.

Safety meetings are held annually with staff and students. Each staff member is given a safety manual and safety kit in case of an emergency.

Custodial Services are offered throughout the day and during the evening. Each room has an assigned custodial staff.

Various building inspections are conducted throughout the year. The Health Department comes in a couple times a year to inspect cafeteria, classrooms and labs. All faculty, instructors and administrators are responsible for immediately reporting dangerous conditions. Asbestos inspection is completed every three years.

The administrators and maintenance staff do walk throughs during the school day and weekends. We have someone check the building daily.

Scheduled Cleaning (stripping and waxing floors occurs two times per year)

Contracted Services related to maintaining the facilities such as HVAC, electrical, etc. are done yearly and on an as needed basis.

We have a full time Technology Coordinator and a part time helper to maintain the technical infrastructure

Procedures are in place to deal with repairs and maintenance of equipment

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Procedures are in place to comply with OSHA Standards.

Relevant State and Federal codes and procedures are reviewed and followed. MSDS/SDS sheets are in each classroom and lab. All other requirements are met and inspections are completed according to state and federal regulations.

Maintenance Supervisor

The instructors are responsible for reporting any unsafe area to the Director and/or Maintenance Supervisor. The district Maintenance Supervisor is responsible for assisting the instructors with keeping their lab safe and all equipment in working order. The district has two maintenance workers who work during the day to perform various jobs in the district.

Reference Location or Policy

- Board Policy (FA) – FACILITIES DEVELOPMENT GOALS
- Board Policy (FB) – FACILITIES PLANNING

COE Standards – 6.3-9

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