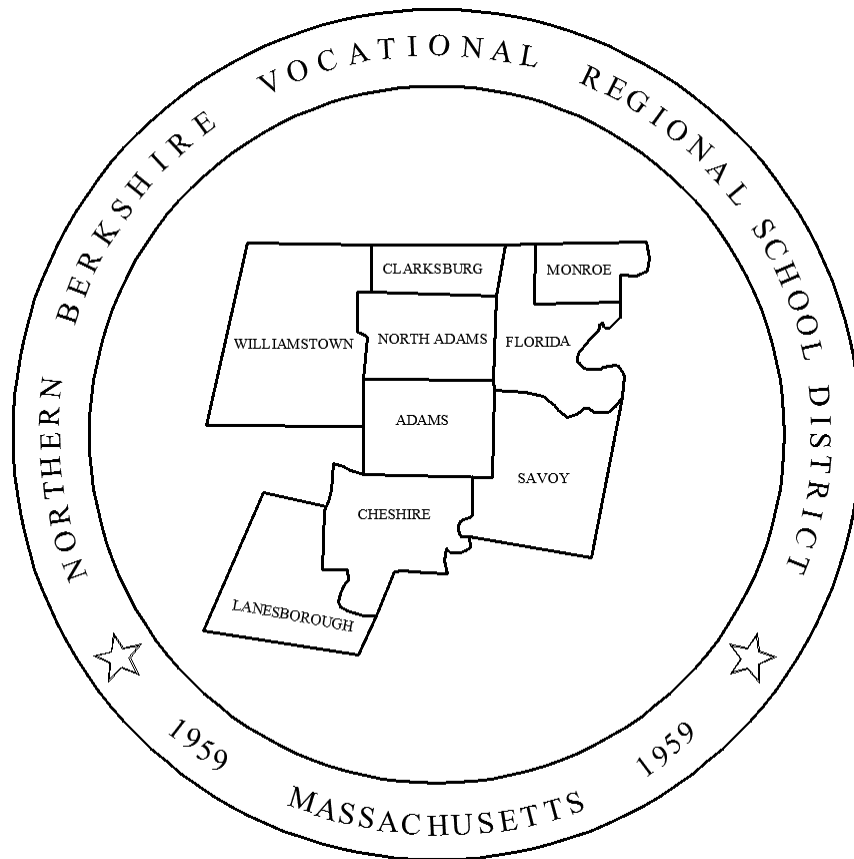


**Northern Berkshire Vocational Regional School District**

# **McCann Technical School**



## **Operations and Maintenance Plan**

**2022-2025**

This plan will serve as a guide to facilitate both the operational management of the buildings, grounds, vehicles and systems, and the planning process for both renovation projects and equipment replacement and upgrades and is reviewed annually by the maintenance supervisor and superintendent encompassing suggestions received from students and staff. The maintenance supervisor is responsible for the 24/7, 365, operational maintenance, security and custodial services for the school and reports directly to the superintendent. The supervisor will assign personnel, determine actions required, and equipment and supplies necessary to accomplish all tasks. The plan is routinely and regularly updated to reflect changes in requirements. The capital improvement recommendations provided to the school committee for approval encompass facility and equipment needs determined by all constituencies and in recognition of the health and safety of personnel and the demands for equipment and technology improvements to produce sound educational outcomes. The maintenance supervisor and superintendent review all aspects of facility repair, service and renovation and provide recommendations for funding and a timeline for school committee action.

#### I. Operational Maintenance and Custodial Services

The maintenance supervisor is responsible to:

- Determine the custodial assignments and assigned tasks and will update as required.
- Ensure that sufficient cleaning and consumable supplies are on hand to complete assignments.
- Ensure that assigned staff is familiar with their responsibilities and requirements.
- Coordinate with contract service providers where appropriate...lawn mowing, rubbish removal, etc.
- Communicate directly with all instructional and support staff regarding individual requirements.
- Respond to emergency custodial or maintenance situations.

#### II. Mechanical Systems

- Schedule all user and contract service for HVAC, heating, air handling, generator, fire safety, and related sub-system inspection and maintenance in compliance with local, state and federal requirements.
- Maintain records of services completed and provide recommendations for additional action.
- Coordinate vehicular and equipment maintenance on all property including operational licensure if required.
- Ensure all inspectional services are scheduled and completed in accordance with requirements.

- Ensure all safety and security systems are operational including locks, fire alarm, etc.
- Ensure all applicable local, state and federal requirements are complied with regarding occupancy and safety.
- Schedule all governmental agency inspections and submit reports as required.

### III. Facility Repair

- Schedule user or contract service repair/replacement of building furnishings, doors, windows, lights, etc.
- Schedule grounds and athletic field maintenance and user preparation.
- Develop recommendations and timeline for building repairs and upgrades.
- Perform user maintenance and repair within capabilities.

### IV. Facility Improvement Schedule

The school maintains a facility improvement schedule that is developed by the superintendent base upon faculty and staff recommendations. Instructors provide recommendations for renovation or area re-alignment to the superintendent who is responsible to coordinate all design, construction or rehabilitation services. The facility projects list is updated periodically throughout the year to record completion and expenditures on all activities.

See Appendix A – Facility Projects