





Operation & Maintenance Plan

Mission Statement:

The mission of Immokalee Technical College is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

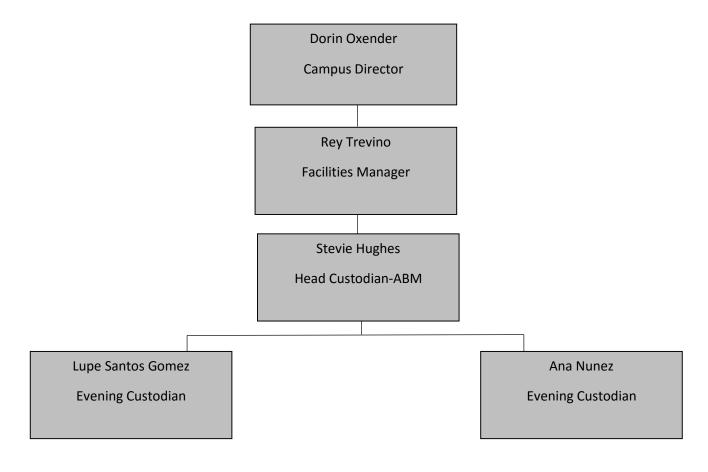
Vision Statement:

The vision of Immokalee Technical College is to be the leading Technical Training College for 21st century workforce education in Southwest Florida- ever changing and continually seeking to meet the dreams and expectations of our entire school and business community.



- 1. Personnel
- 2. Campus Custodial Responsibilities
- 3. Equipment and Supplies
- 4. Relevant State Laws
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Personnel for Maintenance of the Facilities



Campus Custodial Maintenance

The campus custodial maintenance is performed by a three-member team, Head Custodian, and two assistant custodians under the supervision of the Facility Manager. The custodians are not direct employees of the Collier County School District, but are employed by an outside contractor (ABM) and are contracted to the school district. The Custodians receive training for various cleaning activities directly from their employer, ABM and sign off on those trainings. An ABM area supervisor assigns specific areas of responsibility to each individual custodian, oversees custodial work, and monitors the equipment and supply inventory according to ABM policies and procedures and their contract with the District School Board of Collier County. The Head Custodian notifies the ABM supervisor of the need to procure replacement supplies. The iTECH's Facility Manager also utilizes the CCPS Work Order system from the staff for specific custodial cleaning needs. The campus is equipped with Rest Room facilities at every floor level for both the students and the staff. These Rest Rooms are cleaned by the ABM Custodial Team and monitored for cleanliness by the Facility Manager.

Cleaning Standards at a minimum:

- Wastebaskets: are free of residue, liquids, spots and dirt. Lids of plastic containers are free of marks, smudges and food remnants. Liners are replaced daily.
- O Student Desktops & Tables: are free of dust, dirt, spots, paint, ink, surface film,
- etc... Only open or unoccupied areas of desktops shall be serviced. Any wood surfaces shall be free of dust and dirt and shall be polished as necessary.
- Furniture: All furniture (including fabric, plastic, and metal units) are free of dust, dirt, spots, and surface film. Teacher and office desktops are NOT disturbed and any and all papers are NOT to be removed or disturbed. Personal computers, monitors, phones, terminals, printers and keyboards are not touched by the Contractor's employees and/or work crews unless specifically requested. Only open areas of desktops shall be serviced.
- DryErase/Chalkboards: are wiped, sanitize and cleaned daily and are free from marker, c
 halkboards (unless states "DO NOT ERASE" w/ Date)
- Counters: are free of dust, dirt, spots, paint, ink, film, smears, stains, and finger marks and sanitized.

- Metal Surfaces: are free of smears, stains, and finger marks, sanitized, clean, and polished.
 Sinks are rinsed and free of debris, food and spots.
- Carpets, Rugs & Mats: All carpets, CCPS owned rugs and mats are free of mud, dirt, smudges, marks, dust, paper and other debris. Shall include all carpeted areas including under student, teacher and office desks, and behind doors.
- Floors & Baseboards: Floors (VCT, Tile, etc...) including steps, risers, and landings, are free of dirt, lint, streaks, mop strand marks, string, gum, grease, tar, skipped areas, reapplied wax etc., and present an overall appearance of cleanliness. All surfaces are dry and the corners clean.
- Walls: Walls and baseboards are free of dirt, cobwebs, lint, streaks, etc., and present an overall
 appearance of cleanliness. All surfaces are dry and the corners clean and free of splashing and
 markings from any equipment.
- o Ceilings: Ceilings shall be free of cobwebs, spots, and streaks.
- o Blinds: Both sides of blind slats are free of dust and water spots. Cords and tapes are clean.
- Windows/Glass: are free of all fingerprints, smears, cobwebs, dirt, dust, smudges, streaks and s
 pots.
- Windowsills: are free of all cobwebs, dirt, dust, spots, streaks, and smudges. There is no obstruction to the visibility due to improper cleaning.
- Drinking Fountains: surfaces are clean, bright, sanitized, and free of dust, spots,
 stains, and streaks. Drinking fountains shall be free of trash, ink, coffee grounds, etc., and
 nozzles free from encrustation.
- Mirrors: Mirrors are clean and free of fingerprints, smears, cobwebs, dirt, dust, smudge, streak
 s, and spots.
- o Porcelain: Porcelain fixtures (washbasins, urinals, toilets, etc.) are kept clean and bright; there are no spots, stains, dust, rust, mold, encrustation, and excess moisture. In washrooms with showers, the showers are free from dust, spots, stains, rust, mold, encrustation, and excess moisture.
- O Dispensers: All supply dispenser's arefilled. Waste and sanitary napkin receptacles are empty, clean, sanitized, and have new liners or bags. Additional supplies are set out in the event dispensers need to be restocked before custodian's service the area.
- Outside Common Areas: outdoor common areas (entrances, patios, stairways, bus loops, etc...) are free of all paper, trash, empty bottles, and any other debris.

Cleaning Definitions

- Buff: Remove all marks using floor machine equipment with polishing pad to maintain floor luster.
- o Carpet extraction: Shampoo carpeting using wet extraction machine method.
- Clean: Remove all dirt, stains and marks with approved cleaner.
- o Daily: Work to be performed each and every day of the week.
- Damp Mop: Remove all surface dirt and stains with mop and warm water containing detergent or floor cleaner as required.
- Damp Wipe: Remove surface dirt with damp cloth.
- O Disinfect: To cleanse in order to destroy disease and germs.
- Disinfectant: A germicidal cleaner for microbe control.
- o Dust: Remove all loose dirt and debris. Specially treated cloths shall be used.
- Mop: Remove all surface dirt and stains with a mop and warm water containing floor cleaner or germicidal disinfectant.
- One Day: 24 clock hours.
- o Polish: Machine polish or rub with dry cloth.
- o Refinish: Apply proper floor coating (wax on polish or sealer) and buff.
- Sanitize: To cleanse free from dirt and bacteria.
- Scrub: Remove all dirt, stains and marks with an approved cleaner using a floor machine equipped with scrubbing pad.
- Strip: Remove all accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.
- Sweep/Dust Mop: Remove all loose dirt and litter with dustless-type sweeping tools on smooth concrete, tiled, and terrazzo floor; in places difficult to sweep, use hair floor brush or vacuum on other hard floors.
- Vacuum: Remove all surface and embedded dirt, dust and debris using a vacuum cleaner.
- Wash: Remove all dirt, stains, and marks with approved cleaner; rinse and dry.
- Wax: Apply appropriate number of coats of approved floor finish.

Daily responsibilities of custodians:

- Empty garbage/recycling wastebaskets Replace liners 2-3 times per week or more often if necessary.
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Clean all dry-erase / chalkboards (unless states "DO NOT ERASE" w/ Date)
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- o Remove fingerprints from doors, frames, light switches, kick plates, handles, railings and glass
- o Secure any exterior doors and windows and turn off non-security lights before leaving room

Weekly responsibilities of custodians:

- Replace all plastic trash liners in waste receptacles at a minimum of 2-3 times per week or more often if necessary
- Low dust all horizontal surfaces to hand height including desks, chairs and tables
- Sweep, Wipe and Damp clean baseboards
- Dust and Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles, railings and glass
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors

Monthly Responsibilities of custodians:

- High dust above hand height horizontal surfaces, including shelves, pipes, molding, pipes, ducts, heating outlets and vents, etc. with a 6' ladder and/or cleaning extension tool (CCPS personnel will be responsible for areas higher than a 6' ladder)
- Remove dust and cobwebs from ceiling areas
- Dust blinds

Semi-annual or annual responsibilities of custodians:

Clean and scrub entire surface of all student desks and chairs

- o Clean and scrub entire surface of all teacher desk and chair
- Clean and scrub entire cabinet/workspace all areas
- Shampoo / Steam Clean all carpets* (may be performed annually)
- Strip and/or Refinish all floors

Limitations and scope of custodial responsibilities:

- Change light bulbs (Limited in height)
- Assist with deliveries and pickup
- Frequently setting up/rearrange Conference Hall before and after events
- Evening classes and Saturday events scheduled through the district

Equipment and Supplies

- The regular maintenance and replacement of materials and equipment to support the educational programs is important to the viability of the campus. The Collier County Capital Improvement Plan includes a reliable funding source to ensure a systematic approach to equipment replacement for iTECH.
- Immokalee Technical College follows the CCPS Five-Year Replacement Plan for equipment for the technical programs. Original equipment and replacement are obtained through several sources. If a program is grant funded, the initial outlay is usually covered by the grant.
- Some of the technical programs have been started with equipment purchased with Perkins Funds or other grants. Since much of our equipment at Immokalee Technical College is in specialized training program, we depend on our business partners to assist in the accruing of the program equipment either with donations or purchasing equipment at a reduced cost when available.
- Supplies for Maintenance of Facility:
- The supplies for cleaning, maintaining and improving the campus are necessary for maintaining a high level of cleanliness. These supplies are requested by each campus on an as needed basis. Some Products are stored for later use while others are ordered when needed. All cleaning supplies ordered are approved by School Board of Collier County. A small portion of tuition dollars are used for purchasing these supplies.
- Work order procedures:
- When a staff member reports a problem and the Facility Manager determines if it is beyond their capability, it is necessary to complete a work order to have the problem repaired. In most cases, the problems are handled by the Maintenance Personnel from the school district. If the

problem is beyond the capability of the district then it is contracted out, but that procedure will be completed with the supervision of the Facility Manager.

Relevant State Laws

Section 235.185, Florida Statutes, defines the legal and statutory requirements for operating and maintaining school and community college facilities throughout the state. As part of the five-year requirement for a district facilities work program, this legislation further establishes the authority of local school boards and the State Board of Community Colleges to spend public funds "...to adequately provide for the maintenance of the educational plant and ancillary facilities".

Section 5(1) of the Florida State Requirements for Educational Facilities mandates that local school boards and community colleges establish " ... policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health of its occupants". Relative to this requirement, these rules also establish a number of general criteria for a variety of maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

Further, all Collier County School facilities will be built and will follow Florida building code and Occupational Safety and Health Standards (OSHA).

The fire alarm is tested monthly using fire drills with the faculty, staff, and students participating in evacuations, dangerous weather movement, lockdowns, and other drills. Fire Extinguishers are inspected by an outside independent contractor. (hired by the School District to do so) and are professionally refilled, recharged, or replaced in accordance with Florida law by a fire safety professional.

The following list of code sections are deemed relevant to the normal operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current at the time these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

National Fire Protection Association (NFPA)

- 1) 10 Portable Extinguishers
- 2) 11 Foam Ext. Systems
- 3) 12 Carbon Dioxide Systems
- 4) 13 Sprinkler Systems
- 5) 13A Sprinkler Maintenance
- 6) 13E Sprinkler Prop., F. D. Operations
- 7) 14 Standpipe, Hose Systems
- 8) 20 Centrifugal Fire Pumps

- 9) 24 Private Fire Service Mains
- 10) 30A Automotive and Marine Service Station Code
- 11) 31 Oil Burning Equipment
- 12) 37 Combustion Engines
- 13) 40 Motion Picture Film
- 14) 45 Labs Using Chemicals1
- 15) 46 Forest Products, Storage
- 16) 50 Bulk Oxygen Systems
- 17) 51 Welding and Cutting
- 18) 51B Welding Processes
- 19) 52 CNG Vehicular Fuel Systems
- 20) 54 National Fuel Gas Code
- 21) 56F Nonflammable Medical Gases
- 22) 56HM Home Respiratory Therapy
- 23) 58 LP–Gas Storage Use
- 24) 59 HP-Gas, Utility Plants
- 25) 59A LN-Gas, Storage, Handling
- 26) 70 National Electrical Code
- 27) 70B Electrical Equipment Maintenance
- 28) 70E Employee Electrical Safety
- 29) 71 Central Station Sig.
- 30) 72A Local Protect. System
- 31) 72B Auxiliary Sig. System
- 32) 72C Remote Station System
- 33) 72D Proprietary Stg. System
- 34) 72E Auto. Fire Detectors
- 35) 72F Emergency Voice/Alarm Comm. Systems
- 36) 75 Electronic Computer System
- 37) 78 Lightning Protection System
- 38) 79 Electrical Standards for Industrial Machinery
- 39) 80 Fire Doors, Windows
- 40) 85A Single Burner Boiler-Furnaces
- 41) 85B Gas Multi-burner Boiler
- 42) 85D Oil Multi-burner Boiler
- 43) 86 Ovens and Furnaces

Standard Building Codes

- A. Standard Mechanical Code
- B. Standard Gas Code
- C. Elevator Safety Code

Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

Part 1910 – Occupational Safety and Health Standards Subpart A – General 1910.1 Purpose and scope

1910.2 Definitions

1910.3 Amendments to this part 1910.5

Applicability of standards

Subpart B - Adoption and Extension of Established Federal Standards 1910.11

Scope and purpose

1910.12 Construction work

1910.19 Special provisions for air contaminants

Subpart D – Walking - Working Surfaces

1910.19 Manually propelled mobile ladder stands and scaffolds 1910.21

Definitions

1910.22 General requirements

1910.23 Guarding floor and wall openings

1910.24 Fixed industrial stairs

1910.25 Portable wooden ladders

Subpart E – Means of Egress

1010.35 Definitions

1910.36 General requirements 1910.37

Means of egress, general

1910.38 Employee emergency plans and fi re prevention plans

Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

1910.66 Powered platforms for building maintenance

1910.67 Vehicle-mounted elevating and rotating work platforms 1910.68

Manlifts

Subpart G - Occupational Health and Environmental Control

1910.94 Ventilation

1910.95 Occupational noise exposure

Subpart H – Hazardous materials

1910.101 Compressed gasses (general requirements)

1910.102 Acetylene

1910.103 Hydrogen

1910.104 Oxygen

1910.105 Nitrous oxide

1910.106 Flammable and combustible liquids

1910.107 Spray finishing using flammable and combustible materials 1910.119

Process safety management of highly hazardous chemicals 1910.120

Hazardous waste operations and emergency response

Subpart I – Personal Protective Equipment

1910.132 General requirements 1910.133

Eve and face protection 1910.134

Respiratory protection

1910.135 Head protection

1910.136 Foot protection

1910.137 Electrical protective devices

1910.138 Hand protection

Subpart J – General Environmental Controls

1910.141 Sanitation

1910.144 Safety color code for marking physical hazards 1910.145

Specifications for accident prevention signs and tags 1910.146

Permit required confined spaces

Subpart K - Medical and First Aid 1910.151

Medical services and first aid

Subpart L – Fire Protection

1910.154 Scope, application and definitions

1910.157 Portable fi re extinguishers 1910.158

Standpipe and hose systems 1910.159

Automatic sprinkler systems

1910.160 Fixed extinguishing systems, general

1910.161 Fixed extinguishing systems, dry chemical

1910.162 Fixed extinguishing systems, gaseous agent1910.26 Portable metal ladders 1910.163

Fixed extinguishing systems, water spray and foam

1910.164 Fire detection systems

1910.165 Employee alarm systems

Subpart M – Compressed Gas and Compressed Air Equipment

1910.169 Air receivers

Subpart N – Materials Handling and Storage

1910.176 Handling material – general

1910.177 Servicing multi-piece and single piece rim wheels

1910.178 Powered industrial trucks

1910.184 Slings

Subpart O - Machinery and Machine Guarding

1910.211 Definitions

1910.212 General requirements for all machines

1910.213 Woodworking machinery requirements

1910.215 Abrasive wheel machinery

Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment

1910.241 Definitions

1910.242 Hand and portable powered tools and equipment

1910.243 Guarding of portable powered tools

1910.244 Other portable powered tools and equipment

Subpart Q – Welding, Cutting and Brazing

1910.251 Definitions

1910.252 General requirements

1910.253 Oxygen-fuel gas welding and cutting

1910.254 Arc welding and cutting

Subpart S – Electrical

1910.301 Introduction

1910.302 Electric utilization systems 1910.303

General requirements 1910.304 Wiring

design and protection

1910.305 Wiring methods, components and equipment for general use

1910.306 Specific purpose equipment installations

1910.307 Hazardous locations

1910.308 Special systems

1910.331 Safety-related work practices – scope

1910.332 Training

1910.333 Selection and use of work practices

1910.334 Use of equipment

1910.335 Safeguards for personal protection

1910.399 Definitions

Subpart Z – Toxic and Hazardous Substances

1910.1001 Air contaminants

1910.1001 Asbestos

1910.1020 Access to employee exposure and medical records

1910.1030 Blood borne pathogens 1910.1200 Hazard communication

1910.1201 Retention of DOT markings, placards and labels

1910.1450 Occupational exposure to hazardous chemicals in laboratories

Part 1926 - Safety and Health Regulations for Construction

Subpart A - General

1926.1 Purpose and scope

1926.2 Variances from safety and health standards 1926.3

Inspections – right of entry

1926.4 Rules of practice for administrative adjudications for enforcement of safety and health standards

Subpart B – General Interpretations

1926.10 Scope of subpart 1926.16

Rules of construction

Subpart C – General Safety and Health Provisions

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1926.26 Illumination

1926.27 Sanitation

1926.28 Personal protective equipment

1926.29 Acceptable certifications

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1926.33 Access to employee exposure and medical records 1926.34

Means of egress

1926.35 Employee emergency action plans

Subpart D - Occupational Health and Environmental Controls

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1926.51 Sanitation

1926.52 Occupational noise exposure

1926.55 Gases, vapors, fumes, dusts and mists

1926.56 Illumination

1926.57 Ventilation

1926.59 Hazard communication

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1926.64 Process safety management of highly hazardous chemicals 1926.65

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1926.352 Fire prevention

1926.353 Ventilation and protection in welding, cutting, heating

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1926.405 Wiring methods, components and equipment for general use

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- 44) 88A Parking Structures
- 45) 88B Repair Garages
- 46) 90A Air Conditioning Systems
- 47) 90B Warm Air Heating, Air Conditioning
- 48) 91 Blower and Exhaust System
- 49) 96 Vapor Removal Cooking Equipment
- 50) 97M Heating Terms, Glossary
- 51) 99 Health Care Facilities
- 52) 101 Life Safety Code
- 53) 110 Emergency and Standby Power System
- 54) 171 Public Fire Safety Symbols

- 55) 172 Fire Safety Symbols for Architectural and Engineering Drawings
- 56) 203M Roof Coverings
- 57) 204M Smoke, Heat Venting
- 58) 231C Rack Storage of Materials
- 59) 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
- 60) 253 Flooring Radiant Panel Test
- 61) 664 Wood Processing, Woodworking
- 62) 901 Uniform Coding for F. P.
- 63) 910 Libraries and Library Collections
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- 65) Others as they may apply.

School Board Policies

PL 7100

PL 7300

PL 7410

Annual Review

The Immokalee Technical College and iTECH Center for Manufacturing Excellence Placement and Follow-up Plan shall be reviewed and updated annually as necessary by iTECH administration and faculty at the start of each new school year. During the review of this plan, all data information will be shared with iTECH faculty in order to plan and make adjustments for the new school year.

- Reviewed and Approved- 8/3/2021
- Reviewed and Approved- 8/17/2020
- Reviewed and Approved- 8/6/2019
- Reviewed and Approved- 8/8/2018
- Reviewed and Approved- 8/9/2017
- Reviewed and Approved- 8/8/2016
- Reviewed and Approved- 8/10/2015