

# Immokalee Technical College (iTECH) Physical Facilities Plan

## Mission Statement

The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce

## Vision Statement

To be the leader of technical training in Southwest Florida that cultivates student excellence through accessible and achievable workforce education and prepares students to enter employment as skilled, knowledgeable, and productive members of the Southwest Florida community.

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## Physical Facilities Plan

### Scope of Services

The Physical Facilities Plan addresses the maintenance, operation, improvement, safety, and technical infrastructure support for Immokalee Technical College (iTECH).

Services addressed within this plan include:

- Preventative, routine, and major maintenance of facilities and grounds.
- Coordination of facility and technology work orders.
- Planning and implementation of campus improvements.
- Oversight of technical infrastructure and network systems.
- Annual inspections and code compliance.
- Long-range capital improvement planning.
- Student technology and internet use expectations.
- Annual review and evaluation of facilities and infrastructure needs.

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## Physical Facilities

The maintenance of facilities is managed through the CCPS Facilities Management Department and the iTECH Facility Manager. The Facilities Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of maintenance professionals dedicated to continuous improvement and service excellence.

The Facility Manager is responsible for the maintenance of the campus and has the primary responsibility for the improvements, operation, and maintenance of the campus. The Facility Manager performs minor maintenance of a routine or preventative nature. Any major maintenance or repair issues are assigned to the CCPS Maintenance Department through a Work Order System.

All Immokalee Technical College employees have the ability to identify any maintenance or repair need using the CCPS Work Order System directly from their computer detailing the location and nature of the issue. The Facility Manager will receive notice of the Work Order, physically communicate with the employee concerning the Work Order, and then determine if it can be resolved in-house or must be sent to CCPS maintenance.

## Budgetary Resources

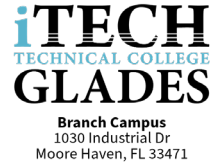
Budgetary resources supporting this plan are provided through the Collier County Public Schools (CCPS) Operating and Capital Budgets.

Financial support includes:

- District operating funds designated for routine maintenance and facility operations.
- Capital budget allocations supporting repairs, renovations, and infrastructure upgrades.
- Funding through the CCPS Capital Improvement Plan (CIP).
- Technology resources supporting hardware, networking, cybersecurity, internet services, backup systems, and infrastructure management.

CCPS provides support for iTECH facility improvements through a long-range Capital Improvement Plan extending through the year 2040.

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## Major Maintenance Program

Buildings and their major components have a limited life cycle that begins with the opening of a new school and culminates in modernization or replacement. As building components reach the end of their useful life, they become operationally unreliable, often energy inefficient, and require extensive maintenance time and funding.

CCPS provides for the maintenance of school buildings through support from the Operating and Capital Budgets. District-wide projects ensure the routine maintenance, repair, and replacement of building components such as roofs and HVAC systems.

CCPS supports iTECH with campus improvements through the Capital Improvement Plan. This plan provides for maintenance, repairs, and updates to the campus through the year 2040.

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## Major Activity

Major activities associated with this plan include:

- Maintaining safe, clean, and healthy educational facilities.
- Conducting preventative and corrective maintenance.
- Managing and responding to facility and technology work orders.
- Supporting and maintaining technical infrastructure and district network systems.
- Conducting annual inspections and resolving deficiencies.
- Implementing capital improvement and modernization projects.
- Supporting access to instructional technology and online learning systems.
- Reviewing and updating the Physical Facilities Plan annually.

## Major Steps in the Annual Planning Process

- Preparing updated 5-Year enrollment forecasts on a school-by-school basis.
- Updating school facilities and program information, as warranted.
- Comparing enrollment projections to available capacity.
- Developing and confirming capital and non-capital solutions to facility needs due to growth and class-size reduction.
- Assessing the fiscal environment.
- Adjusting the 5-Year Capital Improvement Plan as required.
- Finalizing the Capital Improvement Plan.
- Adopting the Capital Budget for the next fiscal year.

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## Technical Infrastructure

All technology work orders are submitted using the CCPS Work Order System and are routed directly to the CCPS Support Systems Technician (SST) who communicates with the employee and works to resolve the issue or assigns it to district level SSP support staff.

Immokalee Technical College has developed a plan to address and maintain the adequacy and improvement of the school's technical infrastructure. CCPS employs a Support Systems Technician to manage and maintain iTECH's computer hardware and network systems

All servers and technology infrastructure are maintained and supported by the Information Technology Department of Collier County Public Schools. Encryption is utilized on all data both at rest and in transit.

The Canvas Learning Management System (LMS) is used to deliver curriculum content, allowing students to access resources 24/7 using any internet-connected device.

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## Student Network and Internet Use Guidelines

### Students must respect and protect the privacy of others by:

1. Using only assigned network and user accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

### Students must respect and protect the integrity, availability, and security of electronic resources by:

1. Observing all district internet filters and posted network security practices.
2. Reporting security risks or violations to a school administrator.
3. Conserving, protecting, and sharing resources responsibly.
4. Using the CCPS network only for instructional and school-related purposes.

### Students must respect intellectual property by:

1. Following copyright laws.
2. Citing sources when using others' work.

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## Inspections

Regular inspections are conducted annually at the iTECH campus to ensure federal, state, and local codes are met. If recommendations or deficiencies are identified during inspections, iTECH staff work closely with CCPS Maintenance and outside contractors to resolve deficiencies and maintain compliance.

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## CCPS Work Order System

Maintenance problems are reported through the online CCPS Work Order System. Employees requiring immediate assistance may contact the receptionist or office staff. Requests for special assistance from custodial staff should be coordinated through the Facility Manager.

The screenshot shows the 'My Profile' page of the CCPS Work Order System. The page header includes the CCPS logo and the text 'Collier County Public Schools Work Order System'. A navigation menu on the left lists options: History, Query, New Issue, Survey, Report, My Profile (selected), Contact, and About. The main content area contains a form with the following fields: First Name (Aaron), Last Name (Paquette), E-Mail Address (PaquetAa@collierschools.com), Dept. (empty), Title (Director), Phone (239-377-9904), Facility (ITC - Immokalee Technical College), and Room # (1-127). Below these fields are two checkboxes for 'E-Mail Preferences': 'Notify when Work Order Opened' (checked) and 'Notify when Work Order Closed' (unchecked). A 'Submit' button is located at the bottom left of the form area.

**Capital Improvement Plan — CCPS**

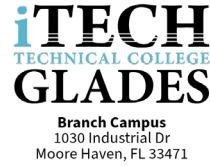
The CCPS Capital Improvement Plan supports long-term facility maintenance, modernization, repairs, infrastructure replacement, and campus improvements necessary to support student learning and operational efficiency.

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
<b>Electrical</b>										
Replace Ext Building Lights			200,000							
Repl Multipurpose Rm Sound System	12,000									
Modernize Intercom System					90,000					
<b>HVAC</b>										
Renovate Terminal A/C Equipment			3,000,000							
Design Terminal A/C Equipment Reno		120,000								
Design Chiller and Pump Replacement										122,000
Clean Air Distribution System										115,000
<b>Renovation</b>										
Seal/Repair Parking Lot	35,000							40,000		
Paint Interior					400,000					
Paint Int Ext Doors & Frames					200,000					
Paint Ext/Repl Expansion Joints					300,000					
Build Controlled Entry Point Bldg 2	150,000									
Yearly Totals	197,000	120,000	3,200,000		990,000			40,000		237,000

**Board Policies**

Immokalee Technical College follows the Collier County School Board established Property Policies:

- PL 7100: Facility Planning
- PL 7300: Property Custodianship
- PL 7410: Maintenance
- PL 7540: Technology



## Evaluation of the Plan

The Physical Facilities Plan is evaluated annually by iTECH administration and faculty to ensure the effectiveness of facility operations, maintenance practices, safety procedures, and technical infrastructure.

Evaluation activities include:

- Reviewing inspection reports and identified deficiencies.
- Assessing maintenance and technology work order trends.
- Reviewing infrastructure and facility conditions.
- Evaluating enrollment projections and facility capacity.
- Collaborating with CCPS Facilities, Maintenance, and Technology Departments.
- Reviewing compliance with district policies and procedures.
- Making revisions necessary for continuous improvement.

Documented annual reviews include:

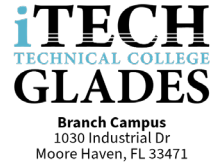
- Reviewed and Approved — 4/21/2021
- Reviewed and Approved — 8/3/2021
- Reviewed and Approved — 8/9/2022
- Reviewed and Approved — 8/8/2023
- Reviewed and Approved — 8/6/2024
- Reviewed and Approved — 8/4/2025

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## Stakeholders With Whom the Plan Is Shared

The Physical Facilities Plan is shared with and supported by the following stakeholders:

- iTECH Administration
- iTECH Faculty and Staff
- iTECH Facility Manager
- Collier County Public Schools Facilities Management Department
- CCPS Maintenance Department
- CCPS Technology Department and Support Systems Technicians
- Collier County School Board
- Students
- Outside Contractors and Service Providers, when applicable



- Community and business partners, as appropriate

The plan is reviewed collaboratively to support continuous improvement, operational efficiency, safety, technology access, and student achievement.

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### **Annual Review**

The Immokalee Technical College Physical Facilities 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 process, data and information are shared with faculty and staff to assist with planning and adjustments for the upcoming school year.