

## Operations and Maintenance of Physical Facilities Plan

### Immokalee Technical College (iTECH)

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#### Mission Statement

The mission of Immokalee Technical College is to empower students through innovative 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, cultivating student excellence through accessible and achievable workforce education and preparing students to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.

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#### Scope of Services

Immokalee Technical College maintains and operates physical facilities that support instructional programs, student services, and administrative operations in a safe, clean, secure, and technologically adequate environment.

Scope includes:

- Operation, maintenance, and improvement of campus buildings and grounds
- Custodial services
- Non-instructional equipment and facility-related supplies
- Major maintenance and capital improvements
- Technical infrastructure and network services
- Safety inspections and regulatory compliance
- Student network and internet use guidelines

Facilities services apply to all instructional programs, offices, laboratories, common areas, and campus grounds.

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#### Major Activity

##### Operation and Maintenance of Physical Facilities

##### Personnel Responsible for Maintenance

- Facility Manager (iTECH): Primary responsibility for planning, coordinating, supervising, and performing routine and preventative maintenance; communicates with staff and determines whether issues are addressed in-house or through CCPS.

- Collier County Public Schools (CCPS) Facilities Management Department: Provides major maintenance, repairs, and district-wide projects.
- Custodial Services (ABM Contractor): A three-member custodial team (Head Custodian and two assistant custodians) under the supervision of the Facility Manager, trained by ABM and monitored by an ABM area supervisor.
- System Support Technician (SST): CCPS-employed technician responsible for computer hardware, printers, network connectivity, and technical infrastructure maintenance.

Personnel:

- Rey Trevino – Facilities Manager
- Aaron Paquette – Campus Director
- Stevie Hughes – Head Custodian (ABM)
- Maxie Perez – Evening Custodian
- Lupe Santos Gomez – Evening Custodian

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### Campus Operations and Custodial Maintenance

Custodial services follow detailed daily, weekly, monthly, and annual cleaning standards, including but not limited to:

- Waste removal and liner replacement
- Cleaning and sanitizing of desks, furniture, counters, restrooms, and laboratories
- Floor care (vacuuming, mopping, shampooing, stripping, refinishing)
- Window, glass, and mirror cleaning
- Restocking of dispensers and supplies
- Maintenance of outdoor common areas

Custodial limitations and scope include light bulb replacement (height-limited), event setup, deliveries, and support for evening and weekend classes.

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### Facilities Maintenance and Improvements

- Routine and preventative maintenance performed by the Facility Manager.
- Major repairs and replacements submitted through the CCPS Work Order System, accessible to all staff.
- Capital improvements supported through the CCPS Capital Improvement Plan (CIP), extending through year 2040.

### Annual Facilities Planning Process

- Update five-year enrollment forecasts
- Update facilities and program data

- Compare enrollment projections to capacity
  - Develop capital and non-capital solutions
  - Assess fiscal environment
  - Adjust and finalize the Capital Improvement Plan
  - Adopt the annual capital budget
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### Technical Infrastructure

- Technology issues submitted via CCPS Work Order System
  - All servers, storage (SAN backups), firewalls, encryption, and network security maintained by CCPS IT
  - Dedicated district-owned fiber connection between iTECH and CCPS Administrative Center
  - Redundant data center and hot site through Layer 3 Communications
  - Canvas LMS hosted by Amazon Web Services with 99.9% SLA
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### Student Network and Internet Use Guidelines

Students must:

- Use only assigned accounts and authorized resources
- Follow district internet filtering and security practices
- Protect privacy, intellectual property, and data integrity
- Refrain from prohibited, illegal, or inappropriate content
- Use resources for instructional purposes only

Limited expectation of privacy applies to use of CCPS networks and devices.

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### Compliance With Laws, Codes, and Standards

Facilities operations comply with:

- Florida Statutes §235.185
- Florida State Requirements for Educational Facilities
- OSHA 29 CFR Parts 1910 and 1926
- National Fire Protection Association (NFPA) codes
- Florida Building Code
- CCPS School Board Policies:
  - PL 7100 – Facility Planning
  - PL 7300 – Property Custodianship
  - PL 7410 – Maintenance
  - PL 7540 – Technology

Fire alarms are tested monthly; fire extinguishers are inspected and serviced by licensed professionals.

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## Budgetary Resources

Operations, maintenance, and physical facilities are supported through:

- CCPS Operating Budget
- CCPS Capital Improvement Budget
- Five-Year Replacement Plan
- Grant funding (Perkins and other grants)
- Business and industry partnerships (donations and reduced-cost equipment)
- Tuition-funded purchase of approved maintenance supplies

Budget resources ensure systematic replacement and maintenance of non-instructional equipment, custodial supplies, and facility systems.

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## Evaluation of the Plan and Stakeholders with Whom the Plan Is Shared

### Annual Evaluation

- This Integrated Operations, Maintenance, and Physical Facilities Plan is reviewed annually by iTECH administration and faculty at the start of each school year.
- Facilities data, maintenance needs, work order trends, inspection results, and budget considerations are reviewed.
- Revisions are implemented as necessary to address facility adequacy, safety, and instructional support.

### Annual Review History:

- 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

### Internal Stakeholders

- iTECH Administration
- Facility Manager
- CCPS Facilities and IT Staff

- Faculty and Staff
- Students

#### **External Stakeholders**

- Collier County Public Schools
  - ABM Custodial Services
  - Business and Industry Partners
  - Regulatory Agencies
  - Accrediting Bodies
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#### **Summary**

The plan is actively used, adequately funded, compliant with applicable laws and codes, and evaluated annually to ensure safe, adequate, and well-maintained facilities that support student learning and institutional effectiveness.