PINELLAS TECHNICAL COLLEGE

Clearwater Campus

Facilities Operation and Technical Infrastructure Maintenance Plans 2026-2027

PCS PINELLAS COUNTY SCHOOLS

Pinellas Technical College, Clearwater Campus

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Overview

Pinellas Technical College - Clearwater Campus (PTC-CLWTR) has developed this plan to address the operation, maintenance, and improvement of the physical plant and technical infrastructure for all PTC-CLWTR campuses, including Pinellas Technical College - Clearwater Campus - Pinellas High Innovation. The operation and maintenance of physical plants at Pinellas Technical College - Clearwater Campus are managed through the Pinellas County School Maintenance Department, a team of professionals whose dedication and continuous improvement efforts are integral to our mission. Their mission is to provide "a high-performing workforce to maintain a safe learning environment for students, faculty, and community." They accomplish this through an emphasis on professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, our PTC-CLWTR Campus staff works closely and collaboratively with the Head Plant Operator (HPO) and the district Facilities Services Department to meet the requirements and recommendations of the inspection, ensuring that everyone's expertise and input is valued.

The enhancements to the physical facilities at Pinellas Technical College - Clearwater Campus are carefully budgeted and managed by the Operational Services Division of Pinellas County Schools, located at the Walter Pownall Service Center (WPSC). The WPSC allocates an annual budget to the Plant Operations department for the purpose of purchasing supplies and maintaining equipment. In addition to this, the campus has a Discretionary Fund that is utilized for certain supplies and other expenses not covered by the WPSC. This fund also supports projects aimed at beautifying the campus, demonstrating our commitment to creating a pleasant and conducive learning environment.

Plant Operations Personnel

On campus, the head plant operator (HPO) manages ten (10) Plant Operations personnel who provide routine maintenance, such as grounds maintenance, lawn mowing and edging, building cleaning, package delivery, light carpentry work, carpet cleaning, etc. Maintenance beyond those mentioned are met by the Pinellas County School Maintenance Department and/or contracted vendors.

Pinellas Technical College - Clearwater Campus, plant operations staff utilize the Asset Essentials for Education online service request system to track, manage, and prioritize facility needs. Additionally, campus work orders are tracked in-house via an HPO-created spreadsheet based on location and maintenance required. The HPO works with the district Facilities Services Department to complete service requests that are beyond their scope of practice.

IT Personnel

The IT staff of Pinellas Technical College - Clearwater Campus manages staff and student access to campus domains and networks. They work closely with district IT staff to ensure Pinellas Technical College - Clearwater Campus operates with a safe and adequate infrastructure. The IT staff of the Pinellas County School Board and Pinellas Technical College Clearwater Campus hold credentials and/or demonstrated expertise in server infrastructure, desktop infrastructure, private cloud, enterprise devices and apps, data platforms, business intelligence, messaging, communication, and learning management system support, including Canvas LMS support and administration. This allows direct knowledge regarding best practices in technology infrastructure.

Pinellas Technical College - Clearwater Campus employees and students are provided with credentials to access the PTC-CLWTR and PCS networks and are provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

Non-Instructional Equipment & Supplies

Pinellas Technical College - Clearwater Campus has developed this plan to ensure appropriate and necessary equipment and supplies are available for staff to operate and maintain the campus's physical plant and technical infrastructure.

Plant Operation and district facilities staff have adequate supplies on hand or available to ensure the physical facilities' operation and maintenance. Supplies are purchased as needs arise through the Walter Pownall Service Center (WPSC) warehouse. An outside approved vendor is used if an item is unavailable in the warehouse.

Pinellas County Schools Information Technology Governance Request for Purchase

INITIAL REQUEST

School or district personnel can request a purchase using the Asana platform to access the Technology/Software Purchase Request form.

SOFTWARE

The request will be reviewed and either approved or denied. The approver can choose to approve and:

1) send to hardware,

2) bypass hardware and move to legal, or

3) bypass both hardware and legal and move to purchasing.

HARDWARE

The request will be moved to the hardware section in Asana for review and either approved or denied. The approver can choose to approve and send to legal or bypass and move to purchasing.

LEGAL

When prompted by the approver, the request will be reviewed and either approved or denied. The request will move to the legal section in Asana for review. Once the documents are received from the requester, Legal will update the status. The requester will be prompted to complete the Request for Legal Services form.

PURCHASING

The request will be reviewed and either approved or denied, which will move the request to the appropriate place in Asana. The Purchase Order Number will be added to the Asana task once approved.

DENIED

Any approver can place an item as Denied by selecting the option in the drop-down. This indicates that more information is needed and will initiate a conversation with the appropriate approver. Once resolved, the request can be approved to move to the subsequent section.

PENDING

Any approver can place an item as pending by selecting the option in the drop-down. This indicates that more information is needed and will initiate a conversation with the appropriate approver. Once resolved, the request can be approved to move to the subsequent section.

APPROVED

Each approver must approve at their level. Final approval is at the purchasing level. Once approved, the request will move to the Approved section in Asana.

Safety Data Sheets

Safety Data Sheets (SDS) containing information on the safe handling and use of materials used by school maintenance personnel are easily accessible to staff and faculty through the HPO and Night Foreman. The SDSs are available in the maintenance department (Building 13) and Building 2 Administration.

Moreover, Safety Data Sheets for materials used by individual programs are kept in the classroom or workshop of the respective program area. These SDSs are readily available to staff and faculty through the program instructor.

Technical Infrastructure

Data Centers: Canvas LMS is delivered through Instructure's cloud-based, multi-tenant SaaS architecture supported by Amazon Web Services (AWS). Canvas servers, security, storage, backups, and platform updates are maintained by Instructure rather than housed on campus. Limited-use servers remain secured at the district level in the Pinellas County School Board's secure data center.

Data Center Security: The Pinellas County School Board's data center is surveilled 24 hours a day, seven days a week and secured with district entry requirements. For Canvas LMS, Instructure manages cloud infrastructure security, access controls, monitoring, secure operations, and vulnerability management through its hosted SaaS environment.

Environmental Controls: District and PTC-CLWTR IT facilities are maintained at controlled temperatures and humidity ranges and continuously monitored for variations. Smoke, fire detection, and response systems are in place. Canvas LMS uses Instructure's AWS-supported cloud environment with multiple regional AWS Availability Zones and automated data replication/redundancy.

Back-Ups: On-premise servers are backed up nightly and securely transferred offsite each night. Archived backups are retained for at least one year. Canvas LMS backup, replication, and recovery are managed by Instructure through its cloud-based SaaS environment. Other cloud-based systems, such as the student information system and enterprise resource planning system, follow district-approved vendor service agreements.

Privacy, Safety, and Security of Data: Acceptable Use Policy for Distance Education

The information technology (IT) staff of the Pinellas County School Board (PCS) and Pinellas Technical College - Clearwater Campus (PTC-CLWTR) hold credentials and/or demonstrated expertise in server infrastructure, desktop infrastructure, private cloud, enterprise devices and apps, data platforms, business intelligence, messaging, communication, and learning management system support, including Canvas LMS support and administration.
This allows direct knowledge regarding best practices in technology infrastructure.

Data Storage & Network Access

The Pinellas Technical College - Clearwater Campus (PTC-CLWTR) IT Department manages or coordinates staff and student access to distance learning management systems, including Canvas LMS, in alignment with district processes and vendor-supported authentication. They work closely with the Pinellas County School Board (PCS) IT staff to ensure that PTC-CLWTR is operating with a safe and adequate infrastructure.

PTC-CLWTR employees and students are provided credentials to access PTC-CLWTR and PCS networks, Canvas LMS, and approved digital resources. When an employee is no longer a staff member or a student is no longer enrolled, access to applicable systems, servers, networks, and LMS resources is revoked or disabled according to district procedures.

Network Reliability

The PCS Management Information Systems department monitors and maintains network infrastructure, including routers, switches, wireless access points, patch panels, fiber, and network cabling.

Privacy, Safety, & Security Application and User Security

User Authentication: User access is logically segregated by account-based and role-based access rules. Users authenticate with unique district-approved credentials, and access to Canvas LMS and other systems is limited based on enrollment, employment status, and assigned permissions.

User Passwords: User application passwords have minimum complexity requirements.

Data Encryption: Certain sensitive user data, such as account passwords, are encrypted.

Physical Security

The distance education infrastructure required for Canvas LMS is provided as part of the district-approved vendor agreement with Instructure. This cloud-based SaaS infrastructure includes hosting, security, storage, backups, platform updates, and support for the learning management system.

Data Centers: Due to the managed SaaS configuration, PTC-CLWTR's distance education LMS infrastructure for Canvas is hosted and maintained by Instructure in an AWS-supported cloud environment with regional Availability Zones, automated replication, redundancy, and backup processes. Limited-use district servers remain secured at the Pinellas County School Board's secure data center and are monitored and maintained by district staff.

Data Center Security: The Pinellas County School Board’s data center is surveilled 24 hours a day, seven days a week. Access is fully secured with district security entry requirements.

Environmental Controls: All Pinellas County School Board and PTC-CLWTR information technology dedicated data storage facilities are maintained at controlled temperatures and humidity ranges, which are continuously monitored for variations. Smoke and fire detection, as well as response systems, are in place.

Canvas LMS data is managed through Instructure's cloud-based SaaS environment rather than a named campus or district data facility. Instructure manages Canvas infrastructure security, availability, backups, and recovery processes; PCS and PTC-CLWTR manage local network access, user provisioning, and end-user support.

Back-Ups: For Canvas LMS, Instructure maintains real-time replication across multiple Availability Zones within the customer's region and retains database snapshots totaling four months of rolling backup data: seven daily snapshots, four weekly snapshots, and four monthly snapshots. Instructure supports point-in-time recovery for up to 35 days and incremental recovery for up to four months. Canvas object data, including files, documents, and uploaded media, is recoverable in the event of deletion or modification for one year. District-managed on-premise systems continue to follow Pinellas County Schools backup and retention procedures.

Data Center Security: The Pinellas County School Board's data center is surveilled 24 hours a day, seven days a week. Access is fully secured with district security entry requirements.

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Responsibilities of Institution

The information technology (IT), instructional and administrative staff members of Pinellas Technical College - Clearwater Campus (PTC-CLWTR) hold credentials in those areas of expertise that determine their responsibility to ensure the quality of distance education offered by the institution.

IT Staff Responsibility

The PTC-CLWTR IT Department will maintain equipment designated for student use, support the network (local and district), and work with the Pinellas County Schools staff to ensure access to resources, including Canvas LMS. They will communicate during periods of downtime and provide appropriate technical support at all levels, as requested by instructional faculty. The IT staff for PTC-CLWTR also assumes responsibility for verifying and maintaining the currency and quality of contracted courseware, LMS integrations, and technology resources on both an annual and ongoing basis and preserving curriculum oversight responsibility - in partnership with PTC-CLWTR faculty and administration - within all contracts.

Instructional Faculty Responsibility

The PTC-CLWTR instructional faculty members will provide access to a high-quality distance education curriculum aligned with state and industry standards. PTC-CLWTR faculty members will provide initial training on Canvas LMS through an introduction and orientation during campus orientation, resources for LMS use, and course-specific familiarization with Canvas features and content relevant to the enrolled course. The institution ensures timeliness of its responses (synchronously or asynchronously) to students' requests by placing a requirement on response time of no more than twenty-four hours. Each course/program uses a standardized template within Canvas LMS, course descriptions and learning objectives, course requirements (e.g., standard syllabus, outcomes, grading policy, content resources, etc.), and learning outcomes to ensure the quality and assessment of student academic performance. An advisory panel of industry members will review the curriculum and use instructional materials representing up-to-date and relevant theories within the discipline. The instructors and administrators will continually evaluate courses to ensure that the elements of high-quality and standards-aligned online coursework are in place.

IT Staff Responsibility

The PTC-CLWTR IT Department will maintain equipment designated for student use, support the network (local and district), and work with the Pinellas County Schools staff to ensure access to resources, including Canvas LMS. They will communicate during periods of downtime and provide appropriate technical support at all levels, as requested by instructional faculty. The IT staff for PTC-CLWTR also assumes responsibility for verifying and maintaining the currency and quality of contracted courseware, LMS integrations, and technology resources on both an annual and ongoing basis and preserving curriculum oversight responsibility - in partnership with PTC-CLWTR faculty and administration - within all contracts.

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Authentication of Academic Submissions & Examinations

PTC-CLWTR has several systems in place to ensure that academic submissions received from, and examinations administered to students are completed by the same student who has registered for that course or program of study. Students are required to agree, in writing, to standards of academic integrity and to adhere to specific codes of student conduct; in addition, all students at Pinellas County Schools are required to sign an agreement for Network/Internet Acceptable Use, prior to being permitted access to any electronic resources.

PINELLAS COUNTY SCHOOLS

NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

Pinellas County Schools use computers to support learning and to enhance instruction. Computer networks in the schools allow students and staff to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Internet access is now available to designated students in Pinellas County Schools. This resource offers vast, diverse, and unique resources to students that will allow them to communicate with people from around the world, visit electronic libraries, perform research on a variety of subjects, and participate in special projects with students from all points on the globe. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. This technology will benefit all students as they prepare for work in a global marketplace.

The student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network facilities at the school.

1. Acceptable Use
The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and the opportunity for collaborative work. The use of the student's account must be in support of and consistent with the educational objectives of Pinellas County Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited. It is prohibited to download or install unauthorized applications or alter the basic configuration of the computer. It is also prohibited to execute any unauthorized applications from a third-party device (hard drives, USB drives, etc.).

2. Privileges
The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The districtwide network system administrator is the supervisor of distributive and user support systems. In addition, the principal will appoint a staff member to act as the school's network system administrator. Students may not allow others to use their account name or their password. Violation of this rule could jeopardize access to the Internet and students who violate this rule will immediately lose all network and computer access. The school's network system administrators will deem what is inappropriate use and their decision is final. Also, the school's network system administrators may close or restrict an account at any time as required. The administration and staff of the district or the school may also request the districtwide network system administrator or the school's network system administrator to deny, revoke, or suspend specific user access.

3. Network Etiquette
Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a. Do not reveal personal address, phone numbers, or other personal information of yourself or classmates.
b. Be polite. Do not get abusive in messages to others.
c. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
d. Do not engage in activities that are prohibited under state or federal law.
e. Do not assume that electronic mail is private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
f. Do not use the network in such a way that would disrupt the use of the network by other users.
g. All communications and information accessible via the network should be assumed to be private property.

4. Services

a. Pinellas County Schools will not be responsible for any charges related to fee for service access to on-line resources services incurred by account holders without prior written approval being received from the district.
b. Pinellas County Schools makes no warranties of any kind, either expressed or implied, for the service it is providing. Pinellas County Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions including any and all viruses. Use of any information obtained via the Internet is at the student's own risk. Pinellas County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security
Security on any computer system is a high priority, especially when the system involves many users. If the student can identify a security problem, the student must notify the school's network system administrator or the Pinellas County Schools districtwide network system administrator and should not demonstrate the problem to other users. Attempts to logon to the Internet as a network system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism
Vandalism will result in cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to Pinellas County Schools. This includes, but is not limited to the uploading or creation of computer viruses.

STUDENT

I understand and will abide by the Network and Internet Use Agreement. I further understand that any violation of the regulations stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and appropriate legal action may be taken.

Student Name _____ School _____
(please print)

Student Signature _____ Date _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Network and Internet Use Agreement. I understand that my child's access is designed for educational purposes. I recognize it is impossible for Pinellas County Schools to restrict access to all controversial or offensive materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child's use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the Internet pursuant to the terms of this agreement.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ Date _____

Processes Used to Ensure Authentication

When students register at Pinellas Technical College - Clearwater Campus (PTC-CLWTR) and enroll in one of the many programs offered, they are registered by the school's guidance professionals and enrolled in the student information system (SIS) by the student records specialist. They are required to provide two forms of official identification to establish identity and proof of residence. When they are enrolled in the SIS, they are provided with a unique student identification number. Students are enrolled in Canvas LMS through district-approved provisioning methods using SIS enrollment information, including the unique student identification number. Each student receives unique login credentials or uses district-approved single sign-on credentials. Students are advised in orientation and during introduction to Canvas LMS that login credentials are confidential and that sharing login information may be a violation of academic integrity. Faculty and administration may review Canvas LMS activity and reports as appropriate, including login activity, course activity, coursework submission activity, time or participation data available in the LMS, and percentage of coursework completed, in addition to other relevant or requested data.

Off-Site Exam Administration

When online students are required to take tests at a location other than PTC-CLWTR, distance education instructional personnel may use Canvas LMS quiz settings and/or approved proctoring procedures to help secure the test, including:

- Requiring a Canvas quiz access code/password before the examination opens
- Setting time limits for the examination
- Setting availability dates and times for when the examination opens and closes
- Using Canvas question/answer shuffling, item banks, question groups, or other available quiz settings to vary assessment delivery, where appropriate
- Limiting access by IP address or named location filter, where configured and appropriate

On-Site Exam Proctoring

For added security, distance education instructional personnel also schedule on-site exams for students, and secure testing locations for those students to test when they arrive on campus. In addition, there are testing centers on campus that have been established for specific industry certification testing purposes with certified proctors, to ensure the validity and authentication of such examinations, as required by the testing bodies.

Students must schedule these tests in advance, and present valid photo identification before being permitted to test.

Compliance with Relevant State Laws, Federal Codes, and Procedures

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 facility 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 many general criteria for various maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

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

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Applicable Federal Code & Procedures

The following list of code sections is deemed relevant to the ordinary operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current when these guidelines are written and subject to change.

National Fire Protection Association (NFPA) Codes

- 10 Portable Extinguishers
- 11 Foam Ext. Systems
- 12 Carbon Dioxide Systems

  13 Standard for Installation of Sprinkler Systems
  - 13A Sprinkler Maintenance
  - 13E Sprinkler Prop., F. D. Operations
- 14 Standpipe, Hose Systems
- 20 Centrifugal Fire Pumps
- 24 Private Fire Service Mains
- 30A Automotive and Marine Service Station Code

- 31 Oil Burning Equipment
- 37 Combustion Engines
- 40 Motion Picture Film
- 45 Labs Using Chemicals
- 46 Forest Products, Storage
- 50 Bulk Oxygen Systems
- 51 Welding and Cutting
    - 51B Welding Processes
- 52 CNG Vehicular Fuel Systems
- 54 National Fuel Gas Code
- 56F Nonflammable Medical Gases
    - 56HM Home Respiratory Therapy
- 58 LP–Gas Storage Use

  59 Utility LP-Gas Plant Code
    - 59 HP-Gas, Utility Plants
    - 59A LN-Gas, Storage, Handling

  70 National Electrical Code
    - 70B Electrical Equipment Maintenance
    - 70E Employee Electrical Safety
- 71 Central Station Sig.

  72 National Fire Alarm and Signaling Code
    - 72A Local Protect. System
    - 72B Auxiliary Sig. System
    - 72C Remote Station System
    - 72D Proprietary Stg. System
    - 72E Auto. Fire Detectors
    - 72F Emergency Voice/Alarm Comm. Systems
- 75 Electronic Computer System
- 78 Lightning Protection System
- 79 Electrical Standards for Industrial Machinery
- 80 Fire Doors, Windows

  85 Boiler and Combustion Systems Hazards Code

- 85A Single Burner Boiler-Furnaces
- 85B Gas Multi-Burner Boiler
- 85D Oil Multi-Burner Boiler

- 86 Ovens and Furnaces

  88 Standard for Parking Structure
  - 88A Parking Structures
  - 88B Repair Garages

  90 Standard for the Installation of Air-Conditioning and Ventilating Systems
  - 90A Air Conditioning Systems
  - 90B Warm Air Heating, Air Conditioning
- 91 Blower and Exhaust System
- 96 Vapor Removal Cooking Equipment
- 97M Heating Terms, Glossary
- 99 Health Care Facilities
- 101 Life Safety Code
- 110 Emergency and Standby Power System
- 171 Public Fire Safety Symbols
- 172 Fire Safety Symbols for Architectural and Engineering Drawings
- 203M Roof Coverings
- 204M Smoke, Heat Venting
- 231C Rack Storage of Materials
- 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
- 253 Flooring Radiant Panel Test
- 664 Wood Processing, Woodworking
- 901 Uniform Coding for F. P.
- 910 Libraries and Library Collections
- 911 Museums and Museum Collection and others as they may apply.

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
1910.26 Portable metal ladders
1910.27 Fixed ladders
1910.28 Safety requirements for scaffolding
1910.30 Other working surfaces

Subpart E – Means of Egress
1010.35 Definitions
1910.36 General requirements
1910.37 Means of egress, general
1910.38 Employee emergency plans and fire 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 Eye 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 agent

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

Florida Center for Community Design + Research 231 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 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

Florida Center for Community Design + Research 231 Subpart

S – Electrical

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Plan Availability and Review

The student exit survey is conducted to gather feedback from students about the technology and facilities available in their program area. This survey is reviewed annually to make any necessary improvements. Suggestions about the safety of students and employees' well-being are always welcome. The Department of Risk Management can visit our campus at any time and provide suggestions or comments to help us maintain a safer campus. PTC-CLWTR staff members also review this plan and provide feedback. The college seeks advice from District Security Staff and District Maintenance and Operations to ensure that our campus remains safe and efficient.

Handbook Supplement: Cleaning Protocols

This handbook supplement provides guidance for classroom and restroom cleaning. The procedures outlined in this handbook are designed to aid the Plant Operator in effectively utilizing the available tools and materials while maintaining satisfactory cleanliness. It should be noted that every room is unique and may require different cleaning techniques. Therefore, this handbook should be treated as a set of guidelines rather than strict instructions. It is recommended that common sense be used and the guidelines be adapted to suit the specific cleaning requirements of each room. Safety is of utmost importance in any work setting. Plant Operators must prioritize safety measures to protect themselves and those around them.

Daily Classroom Cleaning

Task description: the daily task of cleaning a classroom involves several steps, including emptying waste containers and pencil sharpeners, dusting all horizontal surfaces within reach (without using a ladder), cleaning unused areas of whiteboards, cleaning whiteboard trays, spot cleaning furniture, dusting mopping or vacuuming the floor, removing gum and crayons from the floor, spot mopping tile floors, and securing the room for the night. Additionally, teachers should erase or mark a large 'X' through any writing on the whiteboard that requires cleaning.

Equipment, Tools, and Supplies: Safety Data Sheets (SDS) are easily accessible documents containing important information on handling or working with specific substances. This information includes details on flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. SDSs are particularly useful in the event of a spill or any other accident. It is recommended to refer to the SDSs whenever there is any concern regarding the use of chemicals. Tools and supplies include:

- Treated Dust Mop or Upright/Backpack Vacuum
- All Purpose Cleaner
- Corn Broom
- Stainless Steel Cleaner
- Dustpan
- Window Cleaner
- Microfiber Duster
- Microfiber Towels– Red for Restrooms/clinics, Blue for all purpose
- Wet Mop
- Water
- Mop Bucket
- Mop Wringer
- Bucket
- Counter Brush
- Plunger
- Putty Knife
- Rubber Gloves
- Custodial Cart/Trash Receptacle

Job Method: Before you start cleaning, ensure you have all the necessary items to avoid switching between your custodial closet and your work area. Proceed to your assigned work area and complete each room before moving on to the next one. When you enter a room, start by picking up any large pieces of paper and other objects from the floor. As you walk around, straighten out the desks to make dust mopping or vacuuming easier later. Make a note of any maintenance needs such as burned-out lights, broken desks, or other issues, and report them to your Night Foreman immediately. Empty the pencil sharpeners into your trash receptacle and check if they need repair. Also, empty the wastepaper baskets into your trash receptacle.

If the teacher wants the whiteboard cleaned, they will erase the board or mark through unwanted writing with a large "X." Clean with clean water, whiteboard cleaner, or approved chemical only. Clean all whiteboard trays with a microfiber towel or reinforced wipe. As you proceed along the whiteboard tray, lift up any erasers, markers, or other objects and replace them after cleaning. With the microfiber duster or towel, dust all horizontal surfaces within reach without a ladder, including all bookcases, windowsills, file cabinets, counter tops, and other furniture. Dust all visible surfaces, but you are not expected to move books or other objects.

Start cleaning the floor by using the corn broom to sweep out all corners and under furniture that you cannot easily get to with the dust mop. With a treated dust mop, starting at the back of the room, dust mop the entire floor. Mop under most student desks by lifting one side and mopping under the desk. Be sure to unload your mop frequently by lifting it off the floor and shaking it out. Work your way to the classroom door and pick up the dirt with the corn broom and dustpan. Dislodge any gum or crayons with the putty knife. If the room is carpeted, vacuum all easily accessible floor areas. You are not expected to move heavy furniture. If you must move furniture, be certain to return it to its proper location when you are finished. Immediately notify your Night Forman if fresh stains.

Keep an eye out for new graffiti and remove any spills or other stains on furniture as soon as possible. Try to do some spot mopping each night in each room. After cleaning, take one last look around the room to ensure everything looks good. Lock up the room by closing and locking windows and turning off the lights. If the room is an exterior room, lock the door, and proceed to your next room. HVAC should be set higher or turned off per the common practice at each site or in each classroom.

Project Classroom Cleaning

Task Description: There are duties that need to be done every day, such as cleaning the classroom. There are also many duties that are traditionally done only during summer cleaning. However, there are several duties that need to be done more often than annually but not as often as daily. Time should be set aside every night for project cleaning tasks. Following are some of the project cleaning tasks that need to be done regularly.

High dusting – High dusting is defined as dusting any surface that can only be reached with a ladder. Using a ladder and a microfiber duster or towel, dust all surfaces that are not dusted daily. Some examples are light fixtures, A/C supply and return air ducts, tops of intercom speaker boxes and projection screens. High dusting should be a frequent project cleaning task.

Wet mopping tile floors – Resilient tile floors require periodic wet mopping to remove fine sand and grit. Daily dry mopping is the most important step in floor maintenance, but it is not enough. For mopping floors use all-purpose neutral cleaner. In areas where there is a lot of sand this should be a frequent project cleaning.

Washing furniture—You should spot-wash some furniture daily. On some project cleaning days, set aside enough time to wash the furniture. Use an all-purpose neutral cleaner or germicidal. Be sure to let your teacher know of your intentions to wash the furniture so they can have it cleaned.

Washing walls—To prevent buildup, occasionally clean Areas around doorknobs, light switches, pencil sharpeners, and other often-used items. Take extra caution when using water around electrical appliances.

Wash windows—On project cleaning days, try to wash the windows in at least one room. Use a window cleaner for this task.

Burnishing—In areas where high-speed finish is used, the floors need to be burnished regularly to harden the finish. Use a high-speed buffing machine and pad for this task.

Summer Classroom Cleaning

Task Description: The task of summer classroom cleaning consists of cleaning all ceiling surfaces, cleaning light fixtures, washing all wall surfaces, cleaning windows, and cleaning all furniture. In rooms with tile floors summer classroom cleaning also consists of stripping and refinishing floor surfaces. In rooms with carpeted floors, the rooms must be prepared for shampooing.

Equipment, Tools, and Supplies: Safety Data Sheets (SDS) are readily available for review and provide the proper procedure for handling or working with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are particularly useful if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals. Tools and supplies include:

- Treated Dust Mop, or Upright/Backpack Vacuum
- All Purpose Cleaner
- Corn Broom
- Stainless Steel Cleaner
- Dustpan
- Window Cleaner
- Microfiber duster or towel
- Microfiber Towels or Reinforced Wipes
- Wet Mop
- Water
- Mop Bucket
- Mop Wringer
- Bucket
- Microfiber Towels – Red and Blue
- Putty Knife
- Rubber Gloves

- Custodial Cart/Trash Receptacle
- Plastic Sprayer
- Ladder
- Garden Hose
- Floor Scrubber
- Light Bulbs
- Hand Tools for Minor Repairs: screw drivers, hammer, adjustable wrenches (Allen wrench set), pliers

Job Method: Assemble tools and supplies—Move all necessary tools and supplies to the classroom, which will be cleaned in the summer. When entering the classroom, make a diagram of how the room is set up. This will make it easier to put the furniture back in the room.

Clean ceiling—Brush down all ceiling areas with the ladder and corn broom to remove dust and cobwebs. Note: Be sure to consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing. If there are washable surfaces, use an all-purpose neutral cleaner to wash them thoroughly. Remove, clean, and replace Air Conditioning supply return diffusers.

Clean light fixtures – Remove or unfasten light diffusers. Remove all light bulbs from the fixtures. Dusted and wiped clean with a microfiber towel, replace bulbs with severely darkened ends. Dusted the tops of fixtures. Wash light fixtures and diffusers using the all-purpose neutral cleaner. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces – At the top, wash all walls using an all-purpose neutral cleaner or germicidal.

Clean whiteboards – Clean them with clean water, whiteboard cleaner, or approved chemical only.

Wash windows – Wash all windows using window cleaner, both inside and outside. Note: Some schools prefer to perform this task just before school reopens.

Clean furniture – All furniture should be washed thoroughly using an all-purpose neutral cleaner or germicidal. Be sure to remove any gum or other substances from under furniture.

Floor care – Tile floors must be refinished as needed by either a deep scrub and recoat or complete removal of finish and refinished. Carpets should be vacuumed and cleaned with an assigned carpet extractor.

Set up room – Using the diagram you prepared earlier, replace all furniture with its original arrangement.

Restroom Cleaning

Task Description: The daily restroom cleaning task consists of emptying waste containers, dislodging material attached to the ceiling, dusting all horizontal surfaces, cleaning and sanitizing toilet fixtures, and cleaning and sanitizing floor surfaces.

Equipment, Tools, and Supplies: Safety Data Sheets (SDS) are readily available for review and provide the proper procedure for handling or working with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are particularly useful if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals. Tools and supplies include:

- Corn Broom
- Dustpan
- Wet Mop
- Mop Bucket
- Germicidal
- Mop Wringer
- Window Cleaner
- Bowl Swab
- Hand Soap
- Bowl Brush
- Water
- Paper Towels
- Custodial Cart/Trash Receptacle
- Toilet Tissue
- Microfiber Towels-Red for Restrooms

- Scrubbing Pads
- Plunger
- Putty Knife
- Rubber Gloves
- Kaivac Restroom Cleaner

Job Method: Proper preparation: Ensure you have all items with you before you proceed to minimize having to move between your custodial closet and your area.

Proceed to your assigned work area – After completing each room, move directly to the next room in your designated work area.

Initial walkaround: Walk around the restroom and pick up any large pieces of paper on the floor. Note any burned-out lights or other maintenance problems and report them to your Night Foreman as soon as possible.

Wastepaper baskets – Empty wastepaper baskets into your trash receptacle and remove the wastepaper baskets from the room.

Ceiling – With a corn broom, dislodge any material attached to the ceiling. Note: consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing.

Sweep floor – Starting at the room's rear, sweep up any dirt and heave material off the floor with a corn broom. Do not worry about fine dirt; the floor will be wet mopped later. If you encounter any gum or other substances stuck to the floor, dislodge them with the putty knife.

Walls – The first step in wall washing is to apply a liberal amount of germicidal cleaner to the wall surface. This can be done with either a microfiber towel, pump-up sprayer, or Kaivac. The next step is to go over the wall surfaces with a microfiber towel or rinse with the Kaivac. The physical action of the microfiber towel or Kaivac is needed to dislodge dirt. Allow the wall to air dry.

Unstop fixtures – Attempt to unstop any plugged fixtures using the plunger. If you are unsuccessful, pour in a liberal amount of germicidal solution and notify your Night Foreman.

Sanitize fixtures – Sanitize the interiors of all fixtures with a germicidal cleaner. Use the bowl swab or Kaivac for this task. For stubborn stains, use the bowl brush. It may be necessary to use bowl cleaner periodically. Use this only with your Night Foreman’s permission.

Exterior of fixtures – Sanitize the exterior of all fixtures with a mixture of a germicidal cleaner. Use a bowl brush for this task. Be sure to get under sinks and all plumbing. Rinse all surfaces again. You may use a pump-up sprayer or Kaivac for this task.

Seats and plumbing– Air Dry all toilet seats, porcelain surfaces, and plumbing. Make sure you use a neutral germicidal.

Mirrors – If there are any, clean them using a window cleaner. If they are cleaned with the Kaivac, use a window squeegee.

Re-flush fixtures – Re-flush all fixtures, and if there is an odor problem, pour a small amount of germicidal solution into each fixture. Pour water or germicidal solution down floor drains.

Replace supplies – Replace all supplies such as toilet tissue, paper towels, and soap.

Floors – In the mop bucket, prepare a solution of germicidal suitable for the floor type. Start mopping the floor from the back and work towards the entrance of the restroom. Alternatively, you can clean the floor with the Kaivac and use a vacuum to remove any remaining dirt.

Summer Restroom Cleaning

Task Description: The task of summer restroom cleaning consists of cleaning all ceiling surfaces, light fixtures, walls, windows, fixtures, and reconditioning floor surfaces.

Equipment, Tools, and Supplies: Safety Data Sheets (SDS) are readily available for review and provide the proper procedure for handling or working with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are particularly useful if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals. Tools and supplies include:

- Corn Broom
- Dust Mop
- All Purpose Cleaner
- Germicidal
- Plastic Sprayers
- Step Ladder
- Bucket
- Garden Hose
- Bowl Brush

- Custodial Cart
- Microfiber Towels – Red
- Scrubbing Pad
- Corner Brush
- Window Cleaner
- Microfiber Duster
- Water
- Wet Mop
- Mop Bucket
- Mop Wringer
- Bowl Swab
- Plunger
- Putty Knife
- Rubber Gloves
- Kaivac Restroom Cleaner

Job Method: Assemble tools and supplies – Move all tools and supplies to the restroom to be cleaned.

Clean ceiling – With the ladder and corn broom, brush down all ceiling areas to remove cobwebs. Note: Be sure to consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing. If there are washable surfaces, use an all-purpose cleaner and water to wash them thoroughly.

Clean light fixtures: Remove or unfasten light diffusers. Remove all light bulbs from the fixtures. Dusted and wiped clean with a microfiber towel, replace bulbs with severely darkened ends. Dusted the tops of fixtures. Wash light fixtures and diffusers using the all-purpose neutral cleaner. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces – Wash all wall surfaces as described in the section on daily restroom cleaning.

Wash windows – Wash all windows, inside and outside, using a cleaner.

Clean fixtures – Clean and sanitize all fixtures as described in the daily restroom cleaning section.

Floor care: The floor may need to be scrubbed to remove any buildup. Buildup should be limited if maintained properly during the school year. Avoid any harsh chemicals that may damage the floor.

Final cleaning – Just before occupancy, the restroom should be cleaned and sanitized again, following the steps listed in the section on daily restroom cleaning.

Kaivac cleaning –Recommend using the Kaivac to thoroughly clean walls, windows, fixtures, and floors.