

# **PLAN FOR OPERATION AND MAINTENANCE OF FACILITIES, TECHNICAL INFRASTRUCTURE AND DISTANCE EDUCATION PLAN (including operation and maintenance)**

## **Introduction:**

Orderliness and organization go together with good housekeeping and maintenance. **A plan for maintenance of physical facilities including technical infrastructure and IT (distance education) infrastructure** is needed in order to provide a comprehensive training delivery system to students. No area with poor housekeeping and maintenance conditions can present a good instructional atmosphere. Instructors are encouraged to set and maintain acceptable operation/maintenance standards. Regular cleaning periods normally at the end of the trimester should be set aside at which time a complete cleanup is accomplished. Periodically, a thorough renovation should be undertaken with removal and disposition of all accumulated material not being utilized in order to eliminate the possibility of safety hazards. Poor housekeeping contributes appreciably to hazardous conditions and accidents. TCATE does not provide distance education equipment other than computers in labs for assessing on-line curricula when appropriate. The plan is included in the Faculty / Staff Handbook and updated annually as needed by recommendation of the maintenance staff or administration. The plan is available upon request to any student or stakeholder.

## **Objectives:**

Plan objectives for operation and maintenance for the Tennessee College of Applied Technology Elizabethton is established by the Vice President in accordance with accepted system practices to include the operation and maintenance of:

- HVAC systems;
- interior and exterior surfaces;
- landscaping;
- sidewalks; drives; parking areas; and
- safety hazard elimination.

## **Person Responsible for the Plan:**

Vice President for Finance, Facilities, and Instruction

**Plan activities to include (personnel, equipment, supplies, relevant state law and applicable federal codes and procedures):**

**Personnel:**

1. The **Vice President** will directly supervise maintenance and custodial staff.  
Personnel includes full-time and part-time staff and student workers.
2. The general maintenance, upkeep, and cleaning of each individual shop /classrooms areas is the direct responsibility of the instructor and the students. Daily cleanup times are provided for this purpose and students are to be reminded that this is a part of their course study.
3. Minor maintenance, repair, upkeep, replacement, as well as repair to training equipment, heating air conditioning and ventilating systems etc. is the responsibility of the **Maintenance Workers**, within his/her capabilities. This person will undertake electrical and plumbing repair and maintenance if he/she can accomplish it. In some instances, the Industrial Electricity and the Heating, Ventilation, Air Conditioning & Refrigeration instructor's and their students may assist him/her as long as it is within the training requirements for that program, and they are capable of performing the work. The Industrial Electricity instructor and students will be responsible for assisting the Vice President with installing, maintaining the upkeep of all school-owned electronics equipment as it is within their capabilities to perform the work. Any major maintenance, upkeep, and/or repairs that cannot be performed will be contracted for through normal purchasing procedures as defined by the Tennessee Board of Regents.
4. The maintenance and general upkeep of outside surfaces, painting where needed, are the responsibility of the **Maintenance Worker**. This person will arrive at school at an hour earlier than the other staff members so that his/her work can be done without interfering with other school activities. This person is also responsible for the maintenance and upkeep of sidewalks and parking areas.

5. Grounds keeping (mowing, planting, pruning, landscaping, etc.) is the responsibility of both the **Maintenance Workers** and through **contracted services**. Ice and snow removal will be handled by the maintenance personnel and the Vice President in accordance with the “Ice and Snow Clearing Plan” as developed at the request of the Board of Regents. The **President or Vice Presidents** must approve any plans for the improvement of the campus.

#### **Equipment and Supplies:**

6. All equipment and supplies needed for operation and maintenance of the facility must be approved and ordered by the President or Vice Presidents. All purchasing will in accordance with the purchasing policies set forth by the Tennessee Board of Regents.
7. Custodial Supplies and Materials are stored in the Maintenance Shop and throughout the buildings on campus in the custodial supply closets.
8. Custodial and Maintenance Equipment such as the riding floor sweeper, mopping and polishing machine (and walk behind unit) are stored in the different buildings on the campus for ease of access. Additional Maintenance Equipment is stored in the institution’s Maintenance Shop.

#### **Relevant State Law; and Applicable Federal Codes and Procedures:**

9. All operation and maintenance of TCAT Elizabethton facilities will comply with all state and federal laws, including but not limited to EPA, OSHA, and TOSHA.
10. Copies of TOSHA, local fire marshall, and other federal inspections are maintained by the Vice President.

#### **Availability to employees and Students:**

The Plan for Operation and Maintenance of Facilities owned and operated by the Tennessee College of Applied Technology Elizabethton is contained in the Faculty and Staff handbook. It is made available during new faculty, staff orientations and revisions are provided to faculty, and staff during staff meetings are emailed periodically. Faculty and Staff are encouraged to share the plan with students as part of the program specific orientations in the college’s program areas.

#### **Evaluation:**

The President or Vice Presidents will make an evaluation of the effectiveness of the Operation and Maintenance Plan on an ongoing basis. This evaluation is also a part of the annual employee evaluation, the student Exit Interview, and reviewed annually during a Faculty and Staff Meeting. Changes in the plan and the assignments of personnel or changes to the Custodial contract will be made if found to be needed in the process of these various types of evaluation.

**Technical Infrastructure (Distance Education) operation and maintenance** are also addressed in the Faculty and Staff Handbook under the Technical Infrastructure Data Privacy, Safety and Security Plan. The facilities maintenance, including operation is restricted to the IT department (Computer Information Systems Instructor and IT Technical Support Associate) in order to maintain security protocols. The IT environments (IT closets and rooms) are secure, temperature-controlled facilities that require little or no custodial maintenance. When the need for custodial services is required, it is under the direct supervision of the IT department.