

## **Four County Career Center – Adult Education** **Building & Maintenance Plan**

**Purpose:** The purpose of this plan is to ensure the adequacy of our physical facilities and technical infrastructure in order to provide a quality-learning environment for our students and staff. It covers the ongoing operation and maintenance of physical facilities and technical infrastructure used by Adult Education at the Career Center.

The Director of Adult Education (main campus), Public Safety Coordinator, and Office Manager (extension campus) are responsible for plan oversight with the Building & Grounds Supervisor responsible for implementation of the plan.

### **Operation and Maintenance:**

#### **Personnel:**

- Overall Responsibility – Director of Operations
- Maintenance – Building & Grounds Supervisor
- Custodial – Building & Grounds Supervisor
- Equipment and Supplies – Building & Grounds Supervisor

#### **Maintenance:**

- FCCC employs custodial staff who are responsible for daily cleaning at the main and extension campus.
- Custodial responsibility includes trash removal, sweeping and/or mopping floors, cleaning and restocking bathrooms. The Building & Grounds Supervisor orders and maintains inventory of supplies and equipment.
- Lighting is checked on a regular basis and bulbs replaced as needed.
- Maintenance agreements are in place for major facilities equipment (i.e. heating, air conditioners) to provide for regular scheduled maintenance.
- Each instructor is responsible for reviewing their classroom / lab to ensure that their area is clean and safe. If an area needs attention, they notify the appropriate Program Coordinator who will convey the concern to the Building & Grounds Supervisor as appropriate.

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

- Equipment and supplies purchased for use in Adult Education must meet all required safety standards.
- Instructors should notify their Program Coordinator of any equipment that does not meet safety standards and remove that equipment from use until the safety concern has been corrected.
- Supplies that are used by instructors are to be stored and maintained in compliance to OSHA standards.
- The Career Center uses video surveillance per Board Policy to help ensure the health, welfare, and safety of students, staff and visitors to the school.

#### **Local, State and Federal Laws:**

- All facilities shall be maintained in accordance with local, state and federal requirements.
- Annual Building Inspections for Fire Safety, and Hygienic Management shall be conducted as adopted per Board Policy.

### **Annual Evaluation of Physical Facilities and Technical Infrastructure:**

- The Director of Adult Education and the Director of HealthCare Education and Public Safety Services shall conduct an annual audit of the Adult Education Physical Facilities and report any concerns to the Facilities Coordinator for follow-up.
- The Adult Education Technology Assistant conducts an annual review of our technical infrastructure along with recommendations for improvements which are presented to the Director of Adult Education, and the Director of Technology.

### **Technical Infrastructure – Privacy, Safety, and Security of Data**

- The Director of Technology is responsible for management of the Career Center’s technology infrastructure including data back-up, privacy, safety, and security of the system.
- All students and staff are required to abide by the technology guidelines listed in our Student Handbook and as adopted per Board Policy.

### **Repair, maintenance, replacement of technology equipment and supplies:**

Maintenance of technology equipment and infrastructure is provided by the Career Center’s Technology Department. Faculty and staff are expected to report any equipment issues/needs to the Technology Department by putting in a Help Center Ticket located on the FCCC Staff Intranet. Replacement of equipment requires approval by the Adult Education Director.

### **Evaluation**

The Maintenance and Technical Infrastructure Plan is evaluated annually by The Adult Education Director, the Building & Grounds Supervisor, and the Adult Education Faculty and Staff to provide feedback for improvement of the maintenance of all physical resources and technical infrastructure of the campus.

The Building & Maintenance Plan is available to all students and staff on the Four County Career Center Adult Education Website.