

## **PLAN FOR OPERATION AND MAINTENANCE of FACILITIES at Tennessee College of Applied Technology Hartsville**

### **GENERAL**

The College employs maintenance staff in order to provide local support for operation and maintenance of its physical facilities; the College utilizes outsourced personnel for custodial upkeep of its physical facilities. The College budgets annually for anticipated renovation and/or maintenance projects and sets aside funds for the ongoing operation and maintenance of its physical facilities and technical infrastructure for equipment; supplies and necessary external labor costs.

Orderliness and organization go hand-in-hand with good housekeeping and maintenance. A plan for maintenance of facilities is needed in order to provide orderly training to students. No area with poor housekeeping and maintenance conditions can present a good instructional atmosphere. Instructors are enjoined to set and maintain acceptable operation and maintenance standards. Regular cleaning periods should be set aside at which time a complete cleanup is accomplished. Periodically, a thorough renovation should be undertaken with the 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.

### **PLAN**

A plan for operation and maintenance for the Tennessee College of Applied Technology Hartsville is established by Administration in accordance with accepted Tennessee Board of Regents policies, procedures and practices to operate and maintain all physical facilities including their: heating, air conditioning and ventilation systems; interior and exterior surfaces; mechanical, electrical and plumbing systems; landscaping; sidewalks; drives; parking areas; safety hazard elimination; as well as, technical infrastructure including information networks; computing systems; and instructional equipment in order to assure that all phases of operation and maintenance are covered, the plan is as follows:

1. The general maintenance, upkeep and clean-up of each individual program area is the direct responsibility of the instructor and students. Daily cleanup times are provided for this purpose and students are to be reminded that this is a part of their course study.
2. Minor maintenance, repair, upkeep, replacement, etc. is the responsibility of the Assistant Director, through the maintenance department's capabilities. Repair to equipment and facilities will be coordinated by this person and his assistants as long as it can be accomplished by them. In some instances, staff may be assisted by the Industrial Maintenance instructor and his students as long as it is within the training requirements for that program and they are capable of performing the work, in the performance of maintenance and upkeep of all school-owned electronics equipment; electrical systems; and HVAC systems; as it is within their capabilities to perform the work. Any major maintenance, upkeep, and/or repairs that cannot be performed by school personnel will be contracted through normal purchasing procedures as defined by the Board of Regents and/or state of Tennessee guidelines. For facility maintenance problems contact complete a "Maintenance Work Order Request" and submit to Administration.

Major maintenance activities are normally requested and planned far in advance with the coordination by TBR's Office of Facilities Development; these Capital Maintenance Requests

normally require detailed architectural and design work outside the capabilities of the College, recent examples are parking and paving; re-roof; fire alarm systems and major renovation projects or projects that require strict observance of state law and/or federal codes and/or regulations.

3. The maintenance and upkeep of hallway and general-use-area floors, upkeep of the administrative office areas, the general upkeep of outside surfaces, painting where needed, the cleaning of general-use restrooms, etc. are the responsibility of maintenance personnel. Maintenance staff is also responsible for the maintenance and upkeep of sidewalks and parking areas. General custodial services are outsourced or supplied by work study participants.
4. Grounds keeping (mowing, planting, pruning, landscaping, etc.) are the responsibility of the maintenance personnel, and/or outsourced providers. Ice and snow removal will be handled by the maintenance personnel in accordance with the "Ice and Snow Clearing Plan" as developed at the request of the Board of Regents. Any plans for the improvement of the campus must be approved by Administration.
5. Information network maintenance is performed by Computer Information Technology instructors who act as the College's network administrators. Any maintenance of computer systems, networks and computer peripherals is the responsibility of students as part of their training in the simulated work environment as coordinated by their instructor.

#### **EVALUATION**

An evaluation of the effectiveness of the Operation and Maintenance Plan will be made on an ongoing basis by Administration. This evaluation is also a part of the student exit interview. Changes in the plan and the assignments of personnel and/or vendors will be made if found needed in the process of these various types of evaluation.