

## **PICKAWAY-ROSS CAREER AND TECHNOLOGY CENTER**

### **PLAN FOR THE OPERATION, MAINTENANCE AND IMPROVEMENT OF PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE**

A plan for the ongoing operation, maintenance and improvement of physical facilities and technical infrastructure has been developed. The purpose of this plan is to ensure that all facilities provide a quality learning environment and support the mission of the institution. The Director of Adult Education and administrative staff will be responsible for implementing the procedures outlined in the plan.

#### **Facility Repairs**

All facility repairs are the responsibility of the school. All employees will be responsible for reporting needed repairs to the Director of Adult Education. The Director of Adult Education will work with the Facility Manager to see that repairs are made in a timely manner. The Director of Adult Education has the authority to contract for facility repairs that cannot be performed by current staff.

#### **Personnel**

Clean, safe and adequate facilities with appropriate utilities for classrooms, offices, restrooms, meeting areas, parking, etc., will be provided. Custodial staff will be responsible for daily cleaning at the main and extension campus which includes removing all trash from instructional and non-instructional areas, dusting surface areas, sweeping and mopping tile floors, cleaning and disinfecting all bathroom surfaces, and installing paper towels, soap and tissue as required. Supplies and equipment needed for cleaning will be provided through a purchase order requests made by the maintenance/custodial staff. The school will provide basic cleaning supplies for instructors and staff to take care of general classroom clean-up and emergency situations. Administrative staff will visually ensure that the building is clean and safe. Should they notice any areas of concern, they will notify the Director of Adult Education who will inform the Facility Manager.

#### **Equipment and Supplies**

Equipment and supplies purchased for instructional purposes will meet all required safety standards. Purchases of equipment and supplies will only be made through well-established reputable vendors. The administrative staff will be responsible for handling any problems with equipment maintenance that arise. Equipment will be repaired or replaced immediately to ensure the safety of staff and students. Identified safety issues will be discussed immediately with the Director of Adult Education. A record of all safety issues and the action taken will be maintained by the Director of Adult Education.

The supplies used by instructors and students will be maintained in appropriate condition adhering to infection control and standard precautions and in compliance with OSHA Standards.

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

The Technology Director is responsible for managing the school's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the school. The Technology Director also is responsible for implementing the guidelines established for program development, selection of materials and equipment, and verifying that the school's purchasing guidelines are followed. In addition, the Technology Director shall verify that each staff member and student who will have access to the school's technology and any networks completes the Computer Network and Internet Acceptable Use agreement form. Access to the Network is a privilege, not a right, and as such may be suspended or revoked by the school for misuse or other violations of the Computer Network and Internet Acceptable Use Policy or District policy.

PRCTC is a 'Microsoft Active Directory Network' which means that we have Hardware servers installed with Microsoft Server software that has Active Directory installed with it. This creates the Domain. This architecture gives the Technology Director the ability to secure and manage network logon accounts and their permissions within the Domain Network. Within our Domain, only accounts created through the Technology Dept. can login and those accounts carry with them certain permissions. All staff and students have access to accounts. All staff and secondary students have individual accounts and Adult Education students have a shared account and a shared login. All of these accounts have permissions to logon to our domain through any approved network machine. The network accounts are set with permissions for logon and security groups that allow and /or deny certain access to certain data. Once logged, these permissions are used with the account to attach to drives and printers that are available. Other data that is not accessible to staff and students is implicitly denied, the staff and students simply do not have access to that data.

It is important to note, this security is not Encryption. The Technology Dept. can initiate Encryption if needed, but at this time they do not.

### **State and Federal Laws**

All facilities shall be maintained in accordance with local, state and federal requirements. Licenses to operate, if applicable, will be prominently displayed in each facility. Fire extinguishers will be maintained and replaced throughout the year as needed. Inspection tags will be placed on all fire extinguishers at the time of inspection. Exit routes will be posted throughout each facility. The physical plant will comply with Americans with Disabilities Act based on the needs of students and staff. Every effort will be made to meet reasonable accommodation requests. Referrals regarding reasonable accommodations will be made to outside agencies when indicated. The school will conform to all relevant building codes and the buildings will be inspected annually by the local fire marshal to ensure compliance. All fire marshal inspections shall be kept on file in the Facility Manager's office. Any deficiencies shall be brought to the attention of the Director of Adult Education for immediate correction.

### **Health and Safety**

The school will implement procedures to ensure that all incidents regarding the health and safety of staff, students and guests are reported and documented. Emergency procedures will be in place and information will be made available to staff and students. Safety information will be shared with staff during the new hire orientation process. Students will receive information on safety procedures during student orientation. Every effort will be made to keep staff and students informed of new policies and procedures related to health and safety through shared communication by the Director of Adult Education. Employees will be covered by Worker's Comp while performing job responsibilities.

### **Building Insurance**

The facilities used by the school are covered by liability insurance.

### **Facility Inspections by Staff**

The attached evaluation form will be used to evaluate the condition of the physical plant on a monthly basis and identify improvements that need to be made. This information will assist the staff in working with the administration to correct problem areas that could impact the operation of programs at both the main and extension campus. Staff shall submit the form to the appropriate program manager who will forward it to the Director of Adult Education. A copy of the completed form will be maintained in the Director of Adult Education's office and any improvements be forwarded to the Facility Manager in the form of a work order.

**Dissemination of Plan**

The plan will be made available to staff and students on an annual basis. A copy will be posted on the bulletin board in the staff and student break area of each site. The plan will also be posted on the web site.

**Plan Review**

The PRCTC Plan for the Operation, Maintenance and Improvement of Physical Facilities and Technical Infrastructure is reviewed and evaluated no less than annually by the Adult Director, Operations Manager, Technology Director and Facilities Manager

# Facility Evaluation Form

Faculty/Staff Member Completing the Form: \_\_\_\_\_

Room/Area of the Building Evaluated: \_\_\_\_\_

Facility: \_\_\_ 1410 Industrial Dr. \_\_\_ 895 Crouse Chapel Rd. \_\_\_ 424 E. Mound St.

Items to Check	Yes	No	Comments
Area is clean			
Equipment is in working order			
Equipment is safe			
Safety glasses and other personal protective equipment is available and in use by students and staff.			
Supplies are maintained in appropriate condition and all infection control and OSHA requirements are being followed.			
Basic cleaning supplies are available for general classroom clean up or emergency situations.			
Eye wash station			
Fire extinguishers are available			
Inspection tags are complete and displayed on each fire extinguisher.			
Emergency exit routes are displayed in each classroom, lab, and office area.			
Students have access to the building, classroom and lab needed for their program of study.			

Please note any other areas of concern for the facility, classroom, lab, or area you've been asked to evaluate:

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