



**MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL**

**OPERATION, MAINTENANCE, AND
IMPROVEMENT OF PHYSICAL PLANT PLAN,
TECHNICAL/DISTANCE EDUCATION
INFRASTRUCTURE**

EFFECTIVE SCHOOL YEAR: 2023-2024

REVISED: OCTOBER 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

MARION TECHNICAL COLLEGE

PLAN FOR OPERATION, MAINTENANCE, AND IMPROVEMENT OF THE PHYSICAL PLANT TECHNICAL/DISTANCE EDUCATION INFRASTRUCTURE

PHYSICAL PLANT

Marion Technical College, Technical Services, Risk Management, and the Facilities Department are responsible for establishing procedures for the efficient operation and maintenance of buildings and equipment along with planning future physical plant expansion.

OBJECTIVES

- Provide an up-to-date and attractive environment for students and employees,
- Maintain the physical plant to create an environment that is conducive to learning,
- Provide a safe and healthy environment for staff and students,
- Provide an attractive well-maintained grounds and landscape.

PROPERTY, PLANT, AND EQUIPMENT

Property, plant, and equipment comprise a substantial portion of the total assets of Marion Technical College. Maintaining the physical plant and assets are mandatory. The Facilities Department, Technical Services, Technology and Information Systems, and Marion Technical College play a role in the process. An annual inventory of all capital items above \$1000 is conducted by the Facilities Department and MTC personnel.

MAINTENANCE AND OPERATION

Maintenance of the facility is provided by the Facilities Department through Technical Services. Operation of the facility and educational program is managed by the administration of Marion Technical College. The district custodial supervisor is in charge of custodial services. Grounds are maintained by a sub-division of the custodial department.

Cleaning schedules are reviewed annually or as need requires. All areas are cleaned on a regular basis in accordance with custodial schedule determined by the MTC administration and the lead custodian of the facility. Priority is given to maintain a safe and healthy environment.

Preventative maintenance is provided by Technical Services and by vendors contracted through the district office. Scheduled preventative maintenance includes the fire alarm, fire evacuation systems, fire extinguishers, security system, sprinkler system, locking systems, heating and AC systems, and related equipment.

Nonscheduled repairs are performed on an as-needed-basis. Requests for repairs or maintenance services are submitted electronically through the assistant administrator or secretary. Requests are completed in a timely manner.

Painting is done by Technical Services on a scheduled and as-need-basis. Custodians and staff are expected to report damage, safety hazards, lighting problems, health issues as they occur to the administration. Sidewalks, grounds, fences, and parking lots are monitored for problems. Each program is responsible for the care and proper use of equipment. Unsafe equipment is immediately removed from service until repaired. The fire evacuation system is tested ten times per year and serviced as needed by the Technical Services Department. The fire extinguishers are checked for charge monthly by a Technical Services employee. Filters for the heating and cooling systems are changed monthly. The HVAC use of the facility is monitored and controlled by the Energy Management System from the Technical Services Department.

The effectiveness of the operation and maintenance is evaluated on a continuous basis. An annual survey to measure the effectiveness of maintenance is conducted by the Technical Services Department and available to Marion Technical College.

FIRE EVACUATION INSPECTION SCHEDULE

By law, Marion Technical College has ten fire drills each year. The system is maintained by the Technical Services Department of the school district. Any problems with the system are reported with a work order request. In addition, the system is inspected annually.

FIRE EXTINGUISHER MAINTENANCE

All fire extinguishers are inspected for a charge on a monthly basis by an employee from Technical Services. The tags on each extinguisher are initialed and dated to verify the inspection. Annually, the tags are replaced and each extinguisher is inspected, repaired, or replaced by the vendor contracted by the school district.

SECURITY SYSTEM MAINTENANCE

The security system is maintained by the Technical Services Department. The system is monitored by Crime Prevention Security Systems Inc. CPSSI notifies Marion Technical College if our system is not operational. In addition, the Technical Services Department inspects the system annually.

GROUNDS MAINTENANCE

Mowing is done as needed by Technical Services and by part-time grounds employees at MTC. Additional mowing needs or grounds beautification is scheduled by work request to the custodial department.

SPRINKLER SYSTEM INSPECTION

The building sprinkler system is inspected quarterly by Seckman Sprinkler Systems of Ocala, Inc. Any problems noted are reported directly to the district School Safety Inspector who schedules the appropriate service or maintenance.

The Marion county Health Department inspects the facility semi-annually. The report is delivered to the administration of Marion Technical College. Any deficiencies are addressed by work requests to the Technical Services Department.

CAMPUS AND FACILITY IMPROVEMENT PLAN

Campus and facility improvement is addressed annually. Needs for recurring maintenance, health and safety, and program expansion are factored into the plan. A committee composed of representatives of each program area, the administration, the School Advisory Council, and the Facilities Department reviews the long range plan for facility and campus improvement. The plan is reviewed and revised annually. The plan addresses facility improvement, program expansion or additions, and safety. Major expansion projects are taken to the school board for approval and placed on the district master facilities plan.