

PLAN FOR OPERATION and MAINTENANCE of FACILITIES at
Tennessee College of Applied Technology - Livingston

GENERAL: 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. A program area with poor housekeeping and maintenance conditions can not present a good instructional atmosphere. Instructors are enjoined to set and maintain acceptable operation/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 removal and disposition of all accumulated material not being utilized in order to eliminate the possibility of safety hazards. Poor housekeeping contributes appreciable to hazardous conditions and accidents.

PLAN: A plan for operation and maintenance for the Tennessee College of Applied Technology - Livingston is established by the Director in accordance with accepted system practices. These include the operation and maintenance of: heating, ac and ventilation systems, interior/exterior surfaces, landscaping, sidewalks, drives, parking areas, and safety hazard elimination. In order to assure that all phases of operation and maintenance are covered, the plan (including personnel assignments, designated duties, etc.) is as follows:

1. The general maintenance, upkeep, and cleanup of each individual shop/classroom/clinical area 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.
2. Minor maintenance, repair, upkeep, replacement, etc. is the responsibility of the Maintenance Supervisor, within his capabilities. This person and his assistants will undertake lighting, repair to training equipment, heating, air conditioning and ventilating systems as long as they can accomplish it.
3. The maintenance and upkeep of the hallways 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 the Maintenance Worker. This person will arrive at school at an

hour earlier than the general population so that this 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.

4. Grounds keeping (mowing, planting, pruning, landscaping, etc.) are the responsibility of both the Maintenance Supervisor and Maintenance Workers. Ice and snow removal will be handled by those persons 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 the Director or Assistant Director.

PERSONNEL: The number of personnel needed to maintain the maintenance of the facility will be determined by the Director. Personnel generally will consist of one maintenance supervisor, two maintenance workers, and any part-time employees as needed. The Assistant Director and Maintenance Supervisor will make recommendations to the Director if additional personnel is needed to maintain the facilities.

EQUIPMENT AND SUPPLIES: The Maintenance Supervisor will be responsible for maintenance and upkeep of all equipment and will maintain an adequate amount of supplies for the facility. The Maintenance Supervisor will order routine supplies and request through normal purchasing procedures any large items or equipment as needed. Any repairs will be made by the Maintenance Supervisor if possible and if needed an outside vendor will be contacted.

STATE LAWS AND FEDERAL CODES: All state laws and federal codes will be followed and the administration, and maintenance supervisor will monitor and ensure such compliance. Yearly inspections of the boilers are conducted by the state and fire extinguishers are checked by an outside vendor.

TECHNICAL INFRASTRUCTURE and DISTANCE EDUCATION INFRASTRUCTURE

Personnel: The Director shall appoint a staff person to oversee the Information Technology of the College. The Coordinator of Workforce Development and Institutional Support has the primary responsible for maintaining all equipment and software license for the College.

Equipment and Supplies

The Coordinator of Workforce Development and Institutional Support will be responsible to ensure that the TCAT – Livingston provides a reliable, secure, and highly-available network and technology infrastructure to support the needs of students. Equipment will be monitored and maintained in a manner that is consistent with industry practices.

Software updates and security patches to switches and firewalls will be performed on an as needed basis dictated by security reports and bulletins. Spare switches and connectors will be kept on hand to provide efficient replacement and restoration of network services in the event of failures.

There are no servers on site that support distance learning. All equipment and services are provided and maintained at the TBR Board office.

State Laws and Federal Codes

Any and all state or federal laws or mandates will be implemented as required. The Coordinator of Workforce Development and Institutional Support will respond to TBR board office requests and mandates in a timely manner. Compliance with TBR policies and guidelines will be maintained at all times.

EVALUATION: The Director and Assistant Director Committee 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 COE review completed by staff each year and the student Exit Interview. Changes in the plan and the assignments of personnel will be made if found to be needed in the process of these various types of evaluation.