

PLAN FOR OPERATION and MAINTENANCE of FACILITIES at
TCAT Upper Cumberland

GENERAL: Orderliness and organization go together with good housekeeping and maintenance. A plan for the maintenance of facilities is needed to provide orderly training to students. A program area with poor housekeeping and building conditions cannot present a good instructional environment. Instructors should set and maintain acceptable operation/maintenance standards for their classrooms and shops. Regular cleaning periods should be set aside at which time a complete cleanup is performed. Periodically, a thorough review of accumulated materials and out-of-date supplies should be undertaken and removal of any materials/supplies not being utilized should occur. This will allow the instructor to eliminate the possibility of potential safety hazards. Poor housekeeping can contribute to hazardous conditions and potential accidents.

PLAN: A plan for the operation and maintenance of the TCAT Upper Cumberland is established by the President in accordance with accepted system practices. These include the operation and maintenance of heating, air conditioning, and ventilation systems, interior/exterior surfaces, landscaping, sidewalks, drives, parking areas, and safety hazard elimination. To ensure 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 of study.
2. Minor maintenance, repair, upkeep, replacement, etc. are the responsibility of the Maintenance staff under the supervision of the Vice President of Operations and Facilities, within their capabilities. The Maintenance Supervisor and Maintenance Staff will undertake the following: repairs to lighting, repairs to training equipment, heating/air conditioning/ and ventilation repairs, provided these can be accomplished in-house.
3. The maintenance and upkeep of the hallways and general-use-area floors, upkeep of the administrative office areas, and the general upkeep of outside surfaces, painting, general cleaning of restrooms, etc. are the responsibility of the Maintenance Staff. The Maintenance Staff are also responsible for the maintenance and upkeep of sidewalks and parking areas.

4. Grounds keeping (mowing, planting, pruning, landscaping, etc.) are completed by an outside vendor or the Maintenance Staff as needed. Ice and snow removal will be handled by the Maintenance Staff as directed by the President or their designee. Any plans for the improvement of the campus must be approved by the President, Executive Vice President, and the Vice President of Operations and Facilities.

BUDGET: The college will budget accordingly for the proper maintenance and upkeep of the campus. The President, Executive Vice President, Vice President of Operations and Facilities, and Coordinator of Human Resources and Finance will review expenditures from the previous year and forecast any needed campus improvements, facilities upgrades, and non-instructional equipment purchases for the next school year, as well as,

PERSONNEL: The staffing level of the Maintenance Staff for proper maintenance of the facility and campus will be determined by the President. Personnel generally will consist of one maintenance supervisor, 4 maintenance workers, and any part-time employees as needed. The Vice President of Operations and Facilities and Maintenance Supervisor will make recommendations to the President if additional personnel are needed to maintain the facilities.

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

STATE LAWS AND FEDERAL CODES: All state and federal codes will be followed. The President, Executive Vice President, and Vice President of Operations and Facilities will monitor and ensure compliance. Yearly inspections of the fire extinguishers are checked by an outside vendor.

ADEQUACY AND IMPROVEMENT OF PHYSICAL FACILITIES: The Tennessee College of Applied Tech Upper Cumberland is committed to providing students with an environment that is conducive to learning. The administration strives to plan both short-term and long-term projects that improve the overall physical facilities and technical infrastructure of the College.

Each year the Tennessee Board of Regent's Office of Administration and Facilities Development request proposals for capital projects as well as capital maintenance projects for all TBR Institutions.

The President along with the Executive Vice President, the Vice President of Operations and Facilities will consider what projects need to be submitted on behalf of the College. The College will request capital maintenance projects on a yearly basis as needed. Capital projects generally are part of the TCAT system Master Plan and are submitted as part of the TCAT system request each year.

For projects smaller in scope, the College will consider these projects during the budget planning process each year. Minor projects and renovations will be completed using regular Educational & General funds of the College. Purchases for the project will follow TBR purchasing procedures.

The technical infrastructure of the campus will be maintained by the Vice President of Operations and Facilities, or the individual appointed by the President to oversee the Information Technology of the College. Updates to the technical infrastructure will be made as the need arises as recommended by TBR Information Technology Department.

Distance Education Infrastructure will be determined by the Tennessee Board of Regents. All on-line class content will be managed by the TBR office and delivered at the college thru the D2L learning management platform, and college will follow all policies set by the Tennessee Board of Regents.