



PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE AND DISTANCE EDUCATION (Operation and Maintenance) PLAN

PURPOSE

The purpose of the Physical Facilities, Technical Infrastructure and Distance Education (operation and maintenance) Plan is to ensure the institution places emphasis on the ongoing operation and maintenance of all physical facilities, technical infrastructure, and distance education.

PERSONNEL

The Executive Director and the Director of Facilities develop and coordinate activities with the assistance and input of the instructional, non-instructional, custodial staff and with support from the Lake County School Board (LCSB). As a conversion charter institution, LTC is responsible for custodial and programmatic needs while LCSB is responsible for the maintenance of the facility. Annual assessments of the safety and maintenance of the facility are conducted by the district staff and county fire personnel. Plans for corrective actions are developed and implemented.

The administrative team determines the appropriate number of custodial staff based on need and budget. Custodians follow a schedule created by the Director for Facilities and the crew leader. Each year, as part of the routine LCSB procedures, the custodial staff is in-serviced on current operation and maintenance issues.

Lake County School Board, provides the technical infrastructure, computer update, and the maintenance for the campus computers. The institution's servers are housed in an equipment room, located on the main campus, which is always locked. Access to the equipment room is limited to LTC authorized personnel only.

A wireless system exists throughout the main and extension campuses allowing faculty to login to the school's intranet in both classroom and lab areas, and a Bring Your Own Device (BYOD) policy has been implemented which provides all students wireless internet access. LTC is staffed with two Computer Technicians who are capable of designing, setting up, and maintaining the institution's technology infrastructure. LTC also employs a Career and Technology Specialist to design, implement, and manage web-based and distance education efforts. The wireless system is maintained by the Lake Sumter State College staff at both Instructional Service Centers.

EQUIPMENT AND SUPPLIES

Appropriate equipment and supplies for maintenance and housekeeping will be identified, purchased, and used by the custodial staff according to the LCSB guidelines. LCSB provides each facility with the Custodial Cleaning Standards Manual from the Maintenance and Operations Department. This manual includes all information on maintenance policies and procedures, including those addressing personnel, equipment,

supplies, and state and federal mandates. This manual is updated and evaluated regularly by LCSB, and a copy of the manual is maintained by the Director of Facilities. Appropriate storage space is allocated for maintenance supplies.

Safety Data Sheet (SDS) information is available for all cleaning materials, and the custodians are trained in the use of the supplies and how to apply the SDS information. LTC provides the materials and equipment needed to maintain the facilities. The LCSB Maintenance and Operations Department provides maintenance of the heating ventilation air conditioning (HVAC) systems, electrical, plumbing, kitchen equipment and roofing. Records and work requests are kept electronically and can be accessed by the Director of Facilities or his/her Administrative Assistant.

Fire extinguishers at the main and extension campuses are evaluated regularly for operational status. Restroom supplies are maintained in sufficient amounts to keep these areas appropriately cleaned and stocked. Custodial services and supplies are provided by Lake Sumter State College at both Instructional Service Centers.

Schoology (Basic) is the Learning Management System selected to deliver the only distance education program at LTC. The Career and Technology Specialist oversees courses delivered via distance education and works closely with faculty who teach in the distance education program.

RELEVANT STATE LAW AND FEDERAL CODES AND PROCEDURES

The institution complies with the Florida Statutes, 1002.34 for charter technical centers, 1013.37 the State Uniform Building Code for Public Educational Facilities Construction, 553 for building codes, and 633.208 for fire codes. These statutes and codes cover all the aspects of fire, industrial, and health and safety including: planning and zoning, building and structural, plumbing and sanitation, heating and ventilation, electricity and gas, environmental impact considerations, water supply, sewage and waste disposal, food preparation and service, fire and safety, and OSHA.

AVAILABLE TO EMPLOYEES AND STUDENTS

The plan is available to students, staff, and the public on the LTC website.

METHODS OF EVALUATION

Students, faculty, and staff evaluate the operation and maintenance of the facility through semester course evaluations, and as concerns regarding safety, operation, and maintenance of the facility arise, students, visitors, support staff and faculty address concerns to the administration.

Throughout the year, the administrative team discusses input received about safety, operation, and maintenance of the facility, and annually reviews and evaluates the plan. Revisions to the plan are made as needed.