

# Ongoing Operation and Maintenance of Physical Facilities, Technical Infrastructure, and Distance Education Infrastructure Plan

2022-2023



**LAKETECH**

Lake Technical College



**ONGOING OPERATION AND  
MAINTENANCE OF  
PHYSICAL FACILITIES, TECHNICAL  
INFRASTRUCTURE, AND DISTANCE  
EDUCATION INFRASTRUCTURE PLAN**

**PURPOSE**

The purpose of the Ongoing Operation and Maintenance of Physical Facilities, Technical Infrastructure, and Distance Education Infrastructure 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 Director of Operations and the Facilities Manager develop and coordinate activities with the assistance and input from the administrators, faculty, support staff, custodians, and with support from the Lake County School Board (LCSB). As a conversion charter institution, LTC is responsible for facilities staff 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 facilities' staff based on need and budget. LTC contracts with a private company for custodial services. These services follow a schedule created by the Facilities Manager. Facilities assistants are employed to augment room set-up/tear-down, package delivery and other tasks as they occur. A maintenance technician is employed by LTC for the routine and minor maintenance issues that occur during the school year.

Lake County School Board (LCSB) provides the technical infrastructure and software updates for the campus computers. The institution's servers are housed in a main distribution frame (MDF) 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 one computer support specialist who is capable of designing, setting up, and maintaining the institution's technology infrastructure. The wireless system at the ISC - Clermont campus is maintained by the facility owners and the one at the ISC - Lake County Animal Shelter is maintained by the College. In addition, LTC also employees a Career and Technology Specialist to oversee the student Learning Management System, Canvas. This employee works with instructors on Canvas

training, distance education design, program implementation, and he/she manages any technical challenges.

## **EQUIPMENT AND SUPPLIES**

Appropriate equipment and supplies for maintenance and housekeeping needs are identified and purchased by LTC and used by the contracted vendor 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 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 Facilities Manager. Appropriate and safe storage space is allocated for maintenance supplies.

Safety Data Sheet (SDS) information is available for all cleaning materials, and the facilities staff 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 Facilities Manager or designee.

Fire extinguishers at the main and extension campuses are visually inspected monthly by in house staff, and yearly by LCSB staff. Restroom supplies are stocked in sufficient amounts to keep these areas appropriately cleaned and maintained. Custodial services and supplies are provided by Lake Sumter State College at the ISC in Clermont and by LTC at the ISC in Tavares.

Computers and/or Chromebooks are available for student use at all LTC sites. A wide variety of software is loaded on the computers so students can conduct online research and/or complete curriculum competencies. Chromebook are available to all students who do not have access to their own device.

## **RELEVANT STATE LAW**

The institution complies with the Florida Statutes, 1002.34 for charter technical career 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.

## **APPLICABLE FEDERAL CODES AND PROCEDURES**

Most local and state safety codes are aligned to federal OSHA criteria. The institution complies with all Federal safety codes and mandates, including 29 CFR 1910.157(e)(2).

## **AVAILABILITY OF THE PLAN TO EMPLOYEES AND STUDENTS**

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

## **ANNUAL EVALUATION OF THE PLAN**

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.