

Operation and Maintenance of Physical Facilities Plan

2025-2026



OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES PLAN

PURPOSE

The purpose of the ongoing Operation and Maintenance of Physical Facilities Plan is to analyze the design and arrangement of the buildings and campuses of the institution in relationship to the institution's mission, vision, and strategic plan, as well as to determine if the institution can handle orderly growth and expansion over a period of time. In addition, the plan addresses the adequacy and improvement of physical facilities, and that the technical infrastructure has been developed and maintained. The technology used by LTC to deliver program content meets the needs of the students without creating barriers to student support or learning.

Facility and campus improvement is planned and documented in cooperation with Lake County Schools. As a conversion charter institution, LCSB is responsible for maintenance of the facility while LTC is responsible for custodial and programmatic needs. LTC's Strategic Plan addresses strategic needs for planned growth of the institution's campuses and instructional service centers, facility needs in South Lake County, maintenance, and technology.

ADEQUACY AND IMPROVEMENT OF PHYSICAL FACILITIES

Lake Technical College's (LTC) main campus is located on Kurt Street in Eustis, FL. It was built in five phases on a 37-acre tract of land with the final phase being completed in 1982. With the addition in 2018 of the Center for Advanced Manufacturing, the main campus holds seven buildings which provide 166,215 square feet of classrooms, labs, shops, support facilities, and offices.

LTC's Institute of Public Safety (IPS) extension campus was built as a regional public safety training facility. Phased construction began in 1992 and consists of a firing and driving range, offices, classroom space, a fully operational fire training station, and a burn building. This facility, located on Ken Bragg Way in Tavares, FL, has 51,088 square feet and 11 buildings on 19 acres.

In recent years, LTC has begun to utilize the Instructional Service Center (ISC) as a way to meet program needs in other parts of the county. Currently, there are three ISCs, one is located on the LSSC campus in Clermont and the others are in Tavares at the Lake County Animal Shelter and the City of Tavares Public Works Operations.

The LTC Strategic Plan provides the framework for the updating, refreshing, and future growth of the main and extension campuses. All classrooms and training labs at LTC locations are well-equipped to ensure student success. An analysis of facilities has shown the need for larger facilities in some classrooms/labs for program expansion. To meet the needs of students and the demands of industry, efforts are ongoing with LCSB,

City of Tavares, Lake County Government, Lake Sumter State College, and other partners to explore opportunities and unique solutions for expansion. The administration will continue to explore renovations of existing facilities when funding is available to include new funding sources and/or partnerships.

BUDGET AVAILABLE FOR FACILITY MAINTENANCE AND IMPROVEMENT

As a conversion charter institution, LCSB is responsible for maintenance of the main campus and extension facilities while LTC is responsible for custodial and programmatic needs. Maintenance of the ISCs is outlined in each MOU established with the partner. Ongoing maintenance is included in the annual budget. As the budget allows, continuous improvements are made to the facilities.

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). Annual assessments of the safety and maintenance of the facility are conducted by the LTC staff, 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, pest control, and lawn maintenance. 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.

NON-INSTRUCTIONAL EQUIPMENT AND SUPPLIES

Appropriate equipment and supplies for maintenance and housekeeping needs are identified and purchased by LTC and used by the contracted vendors 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 of the ISCs are outlined in each MOU established with the partner.

COMPLIANCE WITH RELEVANT STATE LAW AND APPLICABLE FEDERAL CODES AND PROCEDURES

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.

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).

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. The Charter Board annually reviews and evaluates the Lake Technical College plans.