

Plan for Ongoing Operation and  
Maintenance of all Physical Facilities and  
Technical Infrastructure



## **Plan for Ongoing Operation and Maintenance of all Physical Facilities and Technical Infrastructure**

### **Purpose**

The purpose of this plan is to review the buildings of the GSTC campus and ensure that the mission, vision, and strategic plan are in alignment. This plan addresses safety, adequacy and improvement of all physical facilities and technical infrastructure. Technology used at GSTC, is put in place to enhance the student learning experience as well as eliminate barriers to student learning. GSTC strives to create a stimulating learning environment for faculty and staff to operate in, students to learn in, and for the community.

### **Personnel Responsible**

Administrative Team, Technology Coordinator (TC), Support Staff

### **Procedures**

All improvements, repairs, maintenance, and remodeling are initiated by the administration at GSTC with input from faculty and staff. Work orders for maintenance can be entered by the school secretary, Assistant Principals, or the Adult Education Coordinator using a web based system called Team Works.

Improvements for the facilities at GSTC are the responsibility of the school administration, with approval from the Director of Workforce Education. Administration then coordinates with the Escambia County School District (ECSD) Facilities Department to budget, plan, and schedule improvements. When necessary, ECSD will contract with approved vendors to complete projects.

The custodial staff at GSTC is responsible for daily cleaning and trash removal from classrooms, offices, restrooms, and common areas.

The administration is responsible for allocation and inventory of equipment and supplies. They work in conjunction with program instructors to ensure that equipment is functional, current, and safe. When equipment becomes obsolete or damaged beyond repair, a disposal request is submitted to the ECSD surplus department. The administration sends a needs assessment to all instructors at the end of each school year in order to keep program equipment and shops current.

The administration is also responsible for ensuring that the school has adequate and updated technology. They work closely with the TC to ensure that school-wide technical infrastructure is adequate and can serve the needs of the school. Repairs for IT

infrastructure or equipment are handled by the TC. If required, he submits a work order ticket by email to the Escambia County School District (ECSD) IT Department. An IT department team member provides assistance to resolve the situation and sends a notice to the TC upon resolution. The Technology Coordinator notifies administration when technology has reached the end of its useful life and needs to be replaced.

### **Relevant State Law**

The institution complies with the Florida Statutes 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. There are AED devices located in various positions throughout the campus. There is a first aid kit located in each classroom that contains tourniquets and clot promoting gauze.

### **Federal Codes and Procedures**

The ECSD conducts yearly safety compliance inspections and works with the GSTC administration to ensure appropriate signage is displayed. Fire extinguishers, fire alarms, and sprinkler systems are inspected yearly by ECSD to ensure they are functional. GSTC maintains compliance with OSHA regulations. GSTC is handicapped accessible and required signage is displayed. When appropriate, GSTC will provide reasonable accommodations to students in compliance with the Americans with Disabilities Act.

### **Evaluation**

This plan is available for viewing on the school's website. It is evaluated annually by GSTC administration.