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## **OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN:**

COE Standard 6

Reviewed/Updated: 10/20/DPW, 4/23/DPW

Ben Franklin Career Center's goals and objectives in the operation and maintenance of all physical facilities and technical infrastructure are to maintain the school in a manner that meets the educational needs, safety and well-being of all stakeholders. Distance Education Infrastructure does not apply to our facility.

### **PERSONNEL:**

#### **PHYSICAL FACILITIES:**

Administrators at Ben Franklin Career Center supervise four and one-half full time custodial staff members. Together the custodians oversee the ongoing day-to-day operation, maintenance, and improvement of our physical facilities. Each custodian has an assigned area of the building in which they are responsible for daily cleaning and maintenance. They also complete regular safety checks and evaluate needs for improvement in their assigned area. Identified needs are then reported to the lead custodian and to building administration for review and appropriate processing. **(Safety issues are immediately reported to an administrator for resolution.)** In addition to their designated area the staff works cooperatively to maintain common areas such as sidewalks, parking areas, and other general outdoor maintenance. They also plan and work together to conduct larger indoor projects, such as floor stripping and waxing, when students are not in attendance.

Any identified needs (outside the scope of the building level custodian job descriptions) are submitted via a work order process to our central governing body, Kanawha County Schools. Kanawha County Schools maintains a staff of specialists to meet school needs that are beyond the scope of building staff. Landscaping and lawn maintenance is contracted for through a third party service identified by the Kanawha County Board of Education.

The building also undergoes regular evaluation visits to ensure ongoing compliance with all local, state, and federal building requirements.

#### **TECHNICAL INFRASTRUCTURE:**

Administrators at Ben Franklin Career Center supervise two contracted staff members that assist in oversight of the building's Technical Infrastructure. Together they operate to meet the technology needs of all staff and students; and, work cooperatively to update and maintain technical hardware components. They also assist in the orientation to and education of staff members regarding hardware and software concerns; along with addressing problems as needed.

Ben Franklin Career Center is also assigned a Kanawha County Board of Education county staff member to assist in the assessment/updating of hardware and software issues that may come up that are outside the scope of the site staff members' purview. The county maintains two fully staffed offices to assist with building technology needs: Information Systems/ Operations Office and Technology Instructional Services Office.

These groups, along with building administrators work to ensure that the Technical Infrastructure is as up to date as fiscally possible and meets the needs of faculty, staff and students.

#### EQUIPMENT AND SUPPLIES:

Ben Franklin Career Center has an annual budget for the replacement of consumable supplies and other small items/equipment needed to maintain the facility. Once approved by an administrator, these items are secured by placing an order with the building secretary for processing. If there is a repair need that cannot be met by the custodial or technical staff, an electronic work order is submitted to the Kanawha County Board of Education. Appropriate county staff then visits the building to assess and/or provide the needed service. Any repair or need that is unable to be met by either the building or county staff may be contracted to agencies outside of the county school system, as directed by the head of county maintenance or technology.

#### RELEVANT STATE LAW/ APPLICABLE FEDERAL CODES AND PROCEDURES:

Kanawha County Career Centers/Schools comply with Title 126, Legislative Rule, West Virginia Board of Education, Series 172, Handbook on Planning School Facilities (6200). This legislative rule provides that each county school district maintains and updates a Comprehensive Educational Facilities Plan annually. This rule also requires that each county school facility funded in part or whole by the School Building Authority of West Virginia or the West Virginia Board of Education undergoes an on-site inspection annually.

West Virginia State and Federal Agencies that visit our building include (but are not limited to):

- West Virginia State Health Department
- West Virginia State Fire Marshall (Fire Safety Equipment)
- Bureau of Risk Management (BRIM)
- Department of Environmental Protection
- American with Disabilities Compliance Office
- Occupational Safety and Health Administration

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

The Operation and Maintenance of Physical Facilities/Technical Infrastructure Plan is available to all faculty, staff, students and other interested parties. It is posted in our main office and on our school website.

**ANNUAL EVALUATION OF THE PLAN:**

The Operation and Maintenance of Physical Facilities/Technical Infrastructure is reviewed and updated (if needed) annually by our faculty and staff. This Plan is also reviewed annually by the Institutional and Occupational Advisory Committees.