



OPERATION AND MAINTENANCE PLAN

Objectives

Auburn Career Center will provide for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the school. The Auburn Career Center Board of Education Policy 7410 addresses three areas of focus:

- A regular summer program of facilities repair and conditions
- An equipment replacement program
- A long-range program of building modernization

The Auburn Career Center Board of Education **Policy 7430 Risk** Reduction Program details Hazard Inspections, Fire & Tornado, Protective Devices and/or Clothing, and Safety Education.

Activities to Support the Objectives

Personnel

Maintenance is available to provide emergency response as needed.

Outside contractors/vendors are hired on an as-needed basis for facility upgrades, construction, repairs, and grounds maintenance and upkeep.

- Work assignments are managed and assigned to departmental staff by the Director of Maintenance.
- Auburn will continue to use a workflow procedure system. Staff members are notified when the work assignments have been completed.
- The Maintenance Director and Maintenance Department review requests, supply requests and equipment needs annually along with the Superintendent, Executive Director of Career and Technical Education and Treasurer, to plan accordingly for future facility needs

Equipment and Supplies

The institution's in-house maintenance department has a designated budget for the purchase of equipment and supplies. The budget is determined during annual appropriations meetings. Auburn also has funds allocated for emergency repairs of equipment and the facility.

Semi-annual inspections and maintenance of fire safety equipment are conducted, and the building is inspected by the Concord Fire Marshal annually. Cameras monitor the building and grounds, and a security system is in place.



Staff follow **Board Policy 7440** Facility Security guidelines for security of keys and securing valuable in the classrooms.

Board Policy 8405 Environmental Health and Safety Issues details procedures to maintain safe practices followed by the school.

Adherence to State Law and Federal Codes and Procedures

Auburn Career Center complies with the laws governing the State of Ohio and all federal codes related to the operation, maintenance and improvement of the physical facilities and technical infrastructure.

Operational safety practices, equipment and maintenance include:

- Emergency evacuation procedures are displayed.
- All flammable products are contained in non-flammable storage cabinets and/or concrete areas.
- Sidewalks are maintained to prevent accidents (snow removal).
- Eye wash stations are accessible in the event of an emergency.
- Automated defibrillators are located throughout the building.
- First Aid kits are in every lab.
- The Director of Public Safety adheres to all EPA and local and state regulations and keeps records for Firefighter 1 & 2 student drills: Live Fire, water drills

Staff members have been in-serviced on how to facilitate emergency procedures. Based upon district policies, mandated fire, tornado, and lock-down drills are conducted on a regular basis in accordance with state law. (**Board Policy 8420 Emergency Procedures**)

The campus provides disabled parking. One elevator is also provided for use.

There is a camera surveillance monitoring system for the interior of the backups building and all parking lots. (**Board Policy 7440.01**)

In-house custodial services are available days and evenings.

Auburn's Maintenance Director and the Executive Director of Career and Technical Education meet with the Lake County Sherriff's office and Fire Departments to address updates in state and federal law and codes that relate to facilities. Regular fire inspections are planned accordingly and include all required updates.

MSDS: Hazard Communication Standard: Safety Data sheets are kept in classrooms and Labs that require them and used as required.



The Maintenance Director works with the Director of Career and Technical Education and with city Building Inspectors and the county Health Inspector on future facility needs.

Personnel Responsible for Overseeing the Plan

The Director of Career and Technical Education is responsible for overseeing the plan with input from the Superintendent, Adult Director, and Maintenance Director.

Availability of the Plan to Employees and Students

This plan is made available to Employees and Students by being available on Auburn's website under PLANS.

Review/Evaluation/Revisions

The plan is evaluated annually and revised as needed by the Executive Director of Career and Technical Education with input from the Director of Adult Education and the Maintenance Director.

Auburn's Facilities Committee also meets annually to review all future facility needs during the appropriation process. Equipment and supply needs are also determined by advisory council recommendations, annual student and staff surveys, and administrative observation