



## 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**

A maintenance team is available to provide ongoing maintenance of the facilities.

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 use a new workflow procedure system starting in the fall of 2022. 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.

### **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.
- Required ***inspections of the facility by the Concord Fire Inspector and State Fire Marshall.***
- Required ***Elevator inspections*** two times a year by the State of Ohio.
- Required ***Local Health Department inspections*** of facilities
- Building ***Boilers inspected*** each year by the State of Ohio.

The Director of Public Safety adheres to all ***EPA and local and state regulations*** and keeps records and burn permits as needed. The Director of Public Safety also maintains National Fire Protection Association burn processes ***NFPA 1403***

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.

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

There is a camera surveillance monitoring system for the interior and exterior of the building and grounds and all parking lots. (Board Policy 7440.01) This monitoring system is not manned but is recorded.

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 applicable classrooms and labs and in the maintenance office as required.

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

### **Personnel Responsible for Overseeing the Plan**

The Executive 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.

**Note: Technical Infrastructure** is handled by a third party vendor (Edutech). Edutech representation is at each administrative meeting. Administrative meetings are comprised of the Superintendent, the Treasurer, the Executive Director of Career and Technical Education, the Director of High School, The Director of Adult Workforce, the Assistant Director of Adult Workforce, and the Director of Curriculum and Instruction.

The contract between Auburn Career Center and Edutech, is revised as necessary each year.