

LINDSEY HOPKINS TECHNICAL COLLEGE



Step up to Success

**OPERATION AND MAINTENANCE PLAN
2021 - 2022**

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Mission

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

Vision

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

Introduction

Lindsey Hopkins Technical College (LHTC) employees commit themselves to provide an environment conducive to learning and success in order to empower students to achieve their career goals and to develop their ultimate potential. The institution has developed a comprehensive Operations and Maintenance plan that delineates all the guidelines and procedures necessary to provide a clean, safe, and adequate campus. An Administrative Assistant who reports directly to the principal oversees the operations and maintenance of the institution. He is responsible for the operations and maintenance plan and supervises the custodial and security staff.

Personnel

This department is composed of a custodial staff with a Head Custodian, two Lead custodians, 12 full-time custodians, and one part-time custodian; the security staff counts a Head Security Specialist, a Lead Security Specialist, nine full-time security specialists and two security monitors, and four part-time security monitors. A Zone Mechanic assigned by the district services the school two days a week to handle work orders, mechanical and electrical issues, and all the routine facility maintenance of the school according to the zone mechanic's job description.

Staff Training

Miami-Dade County Public Schools publishes a Maintenance Operations Manual for Site Supervisors and a Custodial Handbook. These two documents are used as basis for LHTC's plan for the operation, maintenance, and improvement of the physical plant. These manuals are revised by the district on an as-needed basis. The custodial handbook assists custodians with proper cleaning procedures, measurements, and professionalism. They are available on the MDCPS website and can be assessed by all employees, students, and visitors.

All custodians attend district training and bi-monthly department meetings to review procedures, assignments, get new trends and updates, and receive training for new equipment and products. Since the pandemic, additional training about sanitization, social distancing, and all CDC guidelines have been held to prepare the custodial staff adequately to keep staff, students, and visitors safe from the COVID virus. To prevent custodians from encountering bodily fluids, they receive annual training to meet the standards of the Federal Code of Occupational Safety and Health Administration (OSHA). They comply with vaccinations requirements for Hepatitis B/Bloodborne Pathogens on an annual basis. They also learn procedures to remove medical and other hazardous waste. Overall, the personnel responsible for maintaining the physical plant have met the training requirements established by M-DCPS and the school.

The custodial staff maintains the safety, cleanliness and sanitization of the main campus according to an established schedule that describes each staff's assignment for the term. An assignment rotation takes place every term (four months). There are posters throughout the school which inform students, visitors, and staff of reporting procedures: they may report restroom concerns via a district telephone number or utilize SCRUB (an online system.). In addition, sanitizing stations, bathroom procedures, elevator riding procedures, classroom settings, and signages throughout the campus are established to promote healthy and safe behaviors.

Equipment and Supplies

The Administrative Assistant works closely with the Business Manager to place orders on a regular basis and ensures that specific supply items are replaced before they are completely depleted. He monitors the number of supplies available, making sure that the custodial staff have all the equipment and supplies necessary. Appropriate funding is allocated in the school budget for equipment and supplies for the maintenance department. The CARES Act grants awarded for the COVID-19 has allocated funds to provide adequate cleaning and sanitizing equipment and supplies to ensure that the campus is safe and clean. All custodial supplies are kept in storage and distributed to staff on a weekly basis.

The custodial staff follows the same policies in place for all LHTC employees to report stolen, damaged, and/or obsolete items. Major repairs and capital improvements are requested using the "Capital Improvement Request" Form (FM-2406). A "School Request Status Report" indicating open and closed work orders is published and distributed monthly; it enables the administrative assistant and the zone mechanic to monitor work completion and follow through with maintenance to expedite issues related to repairing and maintaining equipment. Maintenance equipment valued at \$1,000 or higher is tracked through the M-DCPS computerized property control system. Obsolete equipment is tracked and removed using the "Outgoing Controlled Equipment" form.

Relevant State Laws

LHTC undergoes various types of physical plant inspections on an on-going basis, as required by M-DCPS, Miami-Dade County, and the State of Florida. Some of the required inspections are as follows:

- An inspector from the M-DCPS "Division of Safety and Emergency Management conducts an annual Comprehensive Safety Inspection to assess fire safety, sanitation, and casualty conditions of the facility. This inspection meets State Requirements for Educational Facilities, chapter 5 and Rule 69A-58.
- An annual facility maintenance permit is issued and allows routine maintenance, emergency services, and minor renovation projects under \$200,000 per F.S. 553.80 (6)(d).

- An annual inspection by the State of Florida Department of Health is documented in a State of Florida Department of Health Inspection Report.
- The M-DCPS Department of Asbestos Management provides a three-year inspection report on "Asbestos Containing Building Materials."
- The M-DCPS Division of Emergency Management removes combustible liquid and non-hazardous material from the facility on an as-needed basis.

A plan for the integrity of both the networks through which LHTC communicates with the world and the data storage through which pertinent information for the school is stored, is in place and is being implemented daily through the district. More information is provided in the Media Services plan.

Plan Evaluation

The institution utilizes several sources of information to review the Operations and Maintenance plan: the report received from the different inspections: building, health, and safety inspections; the students and staff surveys, through the Climate Survey. At the opening of schools meeting, all staff members are given the opportunity to review the plan. If there are comments, pertinent recommendations, they are used to revise the plan and adjust, if necessary, to ensure continuous improvement of the school.