

Operation and Maintenance Plan

- The Executive Director at each campus will be in charge of executing this plan.
- Equipment and supplies will be purchased and replaced as needed, following feedback received from the instructional staff.
- Relevant state law will be complied with in the process of executing this plan.
- Applicable federal codes and procedures that may have a bearing on executing this plan will be taken into consideration.
- This plan will be made available to employees and students **publicly online at the institution's website.**
- This plan will be evaluated on an annual basis and revised as needed.
- Physical facilities at all locations will provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, rest rooms, lounges, meeting rooms, parking, etc.
- Custodial services will be available to provide routine care and maintenance of facilities and grounds for the institution. A custodian will be designated to provide such services weekly.
- Preventative maintenance services will be provided to ensure continued operation of the facilities. These will include weekly upkeep of the facilities and grounds of each campus by the designated custodian and all staff will be encouraged to report deterioration or damages to the facilities directly to the Executive Director in a timely manner.