

Plan for Operating and Maintaining Physical Facilities, Technical Infrastructure, and Distance Education Infrastructure

Introduction

Operating and maintaining physical facilities and technical infrastructure is crucial for the smooth functioning of a technical school. A well-maintained facility not only ensures the safety of students and staff but also enhances the learning environment. Moreover, as distance education grows in importance, the technical infrastructure supporting online learning is essential. This plan details how we manage and maintain the physical and digital infrastructures at our technical school.

Physical Facilities and Technical Infrastructure

Personnel

We employ qualified personnel trained in relevant fields, including maintenance, repair, and troubleshooting. Our staff have the necessary experience to ensure the operation and upkeep of physical and technical infrastructure. Majority of the building infrastructure is maintained by the landlord as part of the lease agreement.

Equipment and Supplies

An inventory exists that lists all equipment, facilities, and systems in our physical domain. This inventory covers details such as equipment age, warranty status, maintenance history, and replacement schedules.

Relevant State Law

We comply with all state laws related to the maintenance and operation of educational facilities and technical infrastructure, including safety regulations and inspection requirements.

Applicable Federal Codes and Procedures

Federal codes and procedures, such as the Occupational Safety and Health Administration (OSHA) guidelines, are strictly followed to ensure a safe and efficient operating environment.

Plan Availability

This plan is readily available to all employees and students by posting on noticeboards and is also provided during orientation sessions.

Annual Evaluation

We conduct an annual evaluation of this plan to identify areas for improvement. Revisions are made as necessary based on this evaluation.

Core Elements of the Plan

1. **Operation and Maintenance Schedule:** An operation and maintenance schedule exists, considering manufacturer recommendations, equipment age, usage, and other factors.
2. **Preventive Maintenance Plan:** A preventive maintenance plan is in place that includes regular checks and inspections of critical systems like electrical, plumbing, heating, and cooling. However, most of the maintenance work is completed by the Landlord's crew.

3. **Reactive Maintenance Plan:** A reactive maintenance plan exists for addressing issues as they occur. This plan involves a reporting process and task assignment to the appropriate personnel.
 4. **Budgeting:** A budget is in place based on inventory, operation and maintenance schedules, preventive and reactive maintenance plans, and staffing needs.
 5. **Monitoring and Evaluation:** We continuously monitor and assess the effectiveness of our operation and maintenance activities to ensure they meet the needs of the facility.
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Distance Education Infrastructure

Personnel

We employ qualified personnel specialized in the maintenance, repair, and troubleshooting of distance education technologies.

Equipment and Supplies

An inventory exists for all equipment, facilities, and systems supporting online learning, including details like age, warranty status, and maintenance history.

Relevant State Law

We adhere to state laws concerning online education and the technical infrastructure that supports it.

Applicable Federal Codes and Procedures

We comply with federal codes and procedures relevant to online education and its supporting infrastructure.

Plan Availability

Just like the physical facilities plan, the distance education maintenance plan is available to all staff and students.

Annual Evaluation

An annual evaluation of the distance education infrastructure maintenance plan occurs, with revisions made as necessary.

Core Elements of the Plan

1. **Operation and Maintenance Schedule:** An operation and maintenance schedule is in place for the regular upkeep of equipment and systems supporting online learning (Canvas).
2. **Preventive Maintenance Plan:** A preventive maintenance plan is active, involving regular checks and inspections of critical systems like servers, software, and network infrastructure.
3. **Reactive Maintenance Plan:** A reactive maintenance plan exists that outlines the process for reporting and addressing issues as they arise.
4. **Budgeting:** A budget is set for the maintenance, repair, and replacement of equipment and systems based on inventory, schedules, and staffing requirements.
5. **Monitoring and Evaluation:** The effectiveness of the operation and maintenance activities for distance education infrastructure is continually monitored and evaluated to ensure alignment with educational goals.