



Operation & Maintenance Plan

Mission Statement

Moore Career College is *committed* to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Moore Career College is developing a high level of *competency*, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the *career* of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

"Our Philosophy is to *inspire* students to strive for excellence and to achieve maximum personal potential."

Edward Moore, M. Ed.

Vision

Moore Career College encourages each student to aspire to the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience we hope to ensure that the Moore Career College graduate has been meticulously prepared.

OBJECTIVES

The purpose of this plan is to ensure uninterrupted and proficient operation of the equipment and facilities. This plan includes all of the equipment and facilities plus those responsibilities attributable to the landlord.

PROCEDURES

1. Maintenance of the Facility - Every morning the facility is inspected by a designated employee.
2. Bi-Weekly cleaning is performed by a cleaning service.
3. Air-conditioners are serviced on a monthly basis by an HVAC firm suggested by the landlord
4. The copier is under a maintenance program which was part of the purchase.
5. Employees routinely review the school for items, which require maintenance and/or repair and then informs the Director of the needs. The Director will identify the vendor or maintenance firm to fix the problem and make the appropriate contact to solve the problem as needed.
6. The Director is informed of any problem that requires the assistance of the Landlord and will contact the Landlord and ensure the problem is solved in a timely fashion.

Work order procedures:

When a staff member notices a problem and the Director determines it is beyond their capability, it is necessary to call the property maintenance to have the problem repaired. In most cases, the problems are handled by the Maintenance Personnel from the Property manager's office. If the problem is beyond the capability of the property manager's maintenance personnel, then it is contracted out, but that procedure will be completed by a Director.

Responsibilities of instructional staff for labs:

Each instructor is responsible for cleanliness and safety of the program laboratory. The students are taught the proper and effective way to organize, clean, and maintain a work area. One important aspect is the appropriate care of all power tools and equipment.

Equipment and Supplies

Equipment for Facilities:

Maintenance equipment is requested through a purchase requisition. It must be approved by the Director

Every attempt is made to keep all equipment effectively functioning for as long as possible before it is replaced.

Equipment for Programs:

Original equipment and replacement are obtained through several sources for each program.

It is planned to replace equipment on a five-year cycle. There are many variables for this, funding limitations, closing programs, or assistance from industry donations.

Supplies for Maintenance of Facility:

The supplies for cleaning, maintaining and improving the campus by our janitorial contractor, Coverall. All cleaning supplies are supplied by the janitorial contractor with the exception of trash bags and toilet paper. MCC supplies the bags and Cintas the toilet paper.

Applicable Federal Codes and Procedures

All applicable Federal Codes and Procedures and met by Moore Career College. This is indicated by the occupancy permit granted MCC for it use of the facilities. Several entities inspect the facility during the year, such as the Barber Board and the fire Marshall. The physical plant is owned and inspected by the property Management firm.

Evaluation & Revision

MCC's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections.

This written plan is reviewed annually by MCC's School Advisory Committee and the MCC staff and administration.

