



## Operation & Maintenance Plan

It is important 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:**

- Maintenance of the Facility – Each morning the facility is inspected by the Director or a designated employee.
- Bi-weekly cleaning is performed by a cleaning service.
- Air conditioners are serviced on a monthly basis by an HVAC firm.
- The copier is under a maintenance program.
- Employees routinely review the school for items which require maintenance and inform the Director of the needs.
- The Director will identify the vendor to fix the problem or call the Landlord if his assistance is needed.

### **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 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 a 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 are provided by our janitorial contractor, JanPro. 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 are met by Moore Career College. This is indicated by the occupancy permit granted MCC for its use of the facilities. Several entities inspect the facility during the year, such as the Barber Board and the fire Marshal. 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.

