



Tri-County Career Center Operation and Maintenance of all Physical Facilities Plan

Plan for Facility Improvement

Tri-County Career Center strives to maintain the facilities for all programs. Safety for staff and students is the utmost important concept of the center. The center works off a maintenance to do list for daily or regular items needing attention. A summer schedule is in place for bigger renovations and annual maintenance.

- Personnel
 - Safety training for all personnel as needed to perform their respective job duties
 - Professional development for personnel in relation to their individual job duties
- Equipment
 - Equipment (mowers, power equipment) is maintained by our maintenance staff on a regular basis.
 - Vehicles are maintained on a regular basis by our maintenance staff
 - Buses are inspected annually by the State of Ohio
 - School vans are purchased on a rotating basis
 - New carpet shampooers are being considered for 2017-18 school year
 - Unsafe equipment is not used and disposed of in a proper manner
- Supplies
 - Cleaning supplies are purchased and inventoried by the warehouse personnel
 - Supplies considered to be for maintenance use are ordered and inventoried by the maintenance supervisor

The Porter Building and Smith Parkins buildings were constructed in 1967. There are three high school programs/labs housed in the Porter Building. The Smith Parkins Building houses 17 high school programs/labs. The Smith Parkins Building also houses all the Adult Education staff and programs.



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Upgrades being considered for the future

- Replacing main water supply lines
- Replace/remove carpet in halls
- Replace/upgrade ceiling tile
- Replace drinking fountains

Procedures and Specific Guidelines

The Board of Education and the School Superintendent will approve outside maintenance and facilities projects. A plan for upcoming projects and needed renovations is in the works. This plan will be reviewed annually to ensure adequate learning facilities and meet the best needs of the students and staff.

The School Superintendent will initiate the facilities planning and will consider suggestions from the administration and staff. Any suggestions will be presented to the Board of Education through the superintendent before approval of the facilities plan. These plans will include recommendations based on activities that will take place in the building; specific architectural characteristics desired; equipment required; spatial relationship to other district facilities; and other pertinent factors.

Any new construction or major renovations will be designed in accordance with state approved plans if required by law and will comply with access requirements for persons with disabilities as required by law.

All new technology expenditures are approved by the Director and Superintendent. There is an advisory board that gives advice on the center's technology needs. The center continues to evaluate the need to increase the bandwidth. This is done on an annual basis. Software and hardware purchases have to be approved by the Technology Supervisor, then the Director and Superintendent.



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The District may acquire real property necessary for facility improvement or expansion through eminent domain only in accordance with the law. The District will provide for the relocation of any persons displaced by the acquisition of property through eminent domain as required by and in accordance with law.

Maintenance Supervisor

The instructors are responsible for reporting any unsafe area to the Director and/or Maintenance Supervisor. The district Maintenance Supervisor is responsible for assisting the instructors with keeping their lab safe and all equipment in working order. The district has two maintenance workers who work during the day to perform various jobs in the district.

The Maintenance Work Order system is used to capture all requests for maintenance and repairs. The Maintenance Supervisor or designee is responsible for reviewing and responding to requests through the Maintenance Work Order system for maintenance and repairs. Maintenance Work Orders are tracked electronically by work order number, and completion of the requested maintenance and repairs is documented in the system, indicating reasons why any repairs are not made and/or how the request was completed or handled. Once the electronic documentation is completed, the person reporting the work order receives an email response through the Work Order system regarding the status.

Reference Location or Policy

- Board Policy (FA) – FACILITIES DEVELOPMENT GOALS
- Board Policy (FB) – FACILITIES PLANNING

COE Standards – 6.3 – 6.1