

Operations and Maintenance Policy

The institution has developed and implemented this policy to address the adequacy and improvement of the ongoing operation and maintenance of all physical facilities and technical infrastructure.

RESPONSIBLE AUTHORITY

School President

POLICY APPLICABILITY

All departments

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS POLICY

Personnel for the daily operation of institution, and maintenance personnel.

POLICY

- Physical Facilities
- Technical Infrastructure
- Security
- Personnel for School's Daily Operation
- Personnel for School's Maintenance
- Equipment and Supplies
- State and Federal Codes and Procedures
- Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes
- Accident and Incident Reports

Physical Facilities

We are housed in a convenient location that provides ample space for teaching and hands on learning. We are easily accessible by public and private transportation.

There is plenty of parking available for students, faculty and staff, including reserved handicapped parking spaces. The facility of 2,320 square feet includes a reception area, a student lounge study area, two classrooms, an area for student's lab work as well as services, an administrative office, and two restrooms. The lab services area is equipped with the necessary tools, supplies and equipment for students to practice and offer the required supervised services for each program. The facility is centrally air conditioned and well lighted, is in compliance with state and county regulatory agencies, as well as provide a safe and inviting environment that fosters learning.

The school complies with all provisions of Section 504 of Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of their disability, will be excluded from enrolling in a program of instruction. Our institution will make all reasonable accommodations to accept and assist persons with disabilities to attend and graduate from our school.

The classrooms/labs contain all equipment and supplies needed to complete the theory and lab portions for all programs offered at the college, including technical equipment (see Program Outline for equipment list).

Technical Infrastructure

Our institution understands the criticality of technology infrastructure in today's business and education. As part of the technology, the school counts with and maintains the following:

Internet Services – WiFi services for all personnel, students and visitors

Computers – for school staff and faculty

Copy machines, fax and scanner – for school staff

Protected Cloud Service – for security storage

Security

Building – The building where the school is located offers custodial services.

Cameras – The school camera system monitors and records on a permanent basis all activities at the school.

Student Records – All students' progress, transcripts, attendance, curriculums, and operations are stored physically in a locked fire-proof cabinet.

Staff and Faculty records – Administrative personnel records as well as faculty are also maintained in the locked fire-proof cabinet.

Personnel for School's Daily Operation

Administrative personnel are in charge of the school's daily operation. They conduct their duties according to their job descriptions and are supervised by the School President. The school physical facilities and technical infrastructure are a responsibility of all employees, as their daily use impacts their maintenance. School personnel are encouraged to report any maintenance or hazards to be dealt immediately. All requests are directed to the School President.

Personnel for School's Maintenance - The school's physical facilities are maintained by the owners, and by contracted personnel depending on the project needs. Maintenance is coordinated by the School President.

Equipment and Supplies

Supplies and equipment supplies necessary for the school operation as well as for instruction are maintained with the outmost standards for safety and availability to personnel and students.

Repair and Maintenance Provisions

Expenses for equipment repair, maintenance, replacement are included in the budget allocated to this plan. Such requests are to be made directly to the School President and will be dealt accordingly.

Equipment Maintenance

The equipment, resources, media center and materials are a responsibility of the School President who coordinates any repairs, purchases or updates required.

State and Federal Codes and Procedures

Our institution adheres to Federal and State Codes and Procedures.

Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes

On an annual basis adequacy of facilities and safety are evaluated by county and city inspectors that grant a renewed permit on a non-finding basis.

Accident and Incident Reports

Accident and Incident reports are considered at the time of evaluating the effectiveness of the Operations and Maintenance Plan and propose new implementations and strategies. Accidents and incidents are dealt with according to the Health and Safety Policy included in this policy manual.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is a responsibility of the School President, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to Operations and Maintenance. Such requests are to be made directly to the School President and will be dealt accordingly.

BUDGET

The Operations and Maintenance Policy budget is allocated under the line item "Operations and Maintenance"

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey's information collected is presented at the following meetings where actions are taken when necessary to improve this policy effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

POLICY AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and advisory members in a binder accessible upon request at our student services office.