



# Gadsden Technical Institute

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## **PLAN FOR OPERATION, MAINTENANCE, & IMPROVEMENT OF THE PHYSICAL PLANTS**

A clean and orderly environment has many benefits affecting safety, health, morale and productivity. Daily housekeeping is necessary to maintain high standards of health and safety; furthermore, it is necessary for everyone to participate. Gadsden Technical Institute (GTI) requires that all employees share the responsibility to care for and protect the facilities entrusted to them.

The role of the custodial staff is beyond the obvious required duties of sweeping, mopping and gathering trash. The custodial staff helps to convey the very tone and purpose of the school. Student and employee morale are affected by the attitude reflected in the custodial staff and how they perceive their role in the vision, and purpose of the school.

Instructors are required by administration to maintain clean, orderly, and safe classrooms and shops. They should take special precautions to protect the walls and floors from abuse. They should also be aware of any unsafe/hazardous conditions and extends into the classroom where students are to be instructed on how to care for their school and are to be supervised to prevent damage from occurring.

General maintenance and repairs are performed daily by the maintenance staff or the campus with the cooperation and assistance from District maintenance staff within the District as deemed necessary. Assistance is also given from instructional staff as needed. Department work stations are maintained by the students under the instructor's supervision. Routine inspections are made by Gadsden County Schools Chief of Facilities, Safety and Property Manager, and other members of the divisional/School staff.

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Mission Statement: The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

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The responsibility to report any situation requiring maintenance is delegated to all staff members and the student body. A report of the problem should be routed through the administrative office for processing.

Preventative maintenance and custodial services are provided to ensure continued operation of the facilities and grounds, and to ensure normal day-to-day operation of the campus. Services are available on campus with staff that provides routine care and preventative maintenance to the facilities and grounds. Duties and responsibilities of the maintenance and custodial personnel are defined and specifically assigned. Full-time maintenance team whose responsibilities include upkeep of all buildings, grounds, parking areas sidewalks, and driveways will perform these functions within the school.

General custodial maintenance is implemented to protect and preserve GTI as a public school. GTI believes a properly executed custodial maintenance plan will enhance learning, as well as, preserve the physical aspects of the facility.

The following set of custodial goals is designed to help plan and provide for an efficient maintenance schedule. Objectives to achieve these goals are imbedded in each of the following goals:

### **GOAL 1: CUSTODIAL CARE**

Cleaning and up-keep of the facility are accomplished by custodial and maintenance staffs who follow a checklist of assigned duties. Grounds maintenance is performed by an outsourced company with a list of assigned duties for cutting grass, weed-eating, trimming hedges, emptying trash, picking up trash, etc. Custodial care of the campus is performed daily by the maintenance staff with cooperation and assistance of all instructional programs.

#### **A. Restrooms**

Restroom facilities for GTI are adequate for the campus size. They consist of men's and women's restrooms. The main office lobby restrooms are shared by students, faculty, staff and guests. The procedure is that they are clean and sanitized regularly.

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## B. Student Lounge

The student lounge/café areas are cleaned daily. Cleaning includes wiping tables, disposing of trash, and emptying garbage cans as needed. The floors in the lounge, as well as, the halls are dusted and wet mopped weekly.

## C. Offices and Classrooms

The school's office space is cleaned daily. Where applicable, this consists of vacuuming and/or dusting. All classrooms are cleaned and dusted on a regular basis. Burned out light bulbs and ballasts will be replaced in a timely manner.

## D. Laundry

Laundering for the institute's consists of dust rags and mops and is done as needed.

## E. Stripping, Waxing and Buffing

The schools floors are stripped at least yearly. Buffing is done on an as needed basis.

## F. Insect Control Inside Facility

Control of pests and insects inside the facilities are done during times when students are not present by an outsourced agency.

## G. Glass and Baseboards

Glass windows are inspected and cleaned as needed. Baseboards (vinyl types) are stripped and waxed when floors are done.

## H. Woodwork

The woodwork throughout the school is cleaned and appropriately maintained on a regular basis (i.e., doors and cabinets).

## I. Carpets

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Carpets in the administrative offices and classrooms are vacuumed weekly and shampooed on a scheduled basis. Shampooing is scheduled to not interfere with schedules.

#### J. Grounds Maintenance

The grass is to be cut and maintained frequently during the abundant growing season. During other months, the lawn will be mowed as needed to give the grounds a neat appearance. The grass will be edged periodically during the growing season and as needed during the rest of the year.

#### K. Miscellaneous Maintenance

Water heaters are checked by District Maintenance staff. Flame and heating adjustments are made as needed. The water heaters are flushed annually. The maintenance staff cleans the exterior surfaces of water fountains and polishes the stainless steel as needed. They also check for proper water height and adjust as required. Additionally, air filters and duct work is done at the District level as well as HVAC.

#### L. Other

Exterior and interior locks and padlocks are lubricated to maintain functionality regularly. All ceiling tiles are to be visually inspected on a continuing basis. Tiles noted to be cracked or stained will be replaced.

The maintenance personnel replace machine cords and/or plugs as required. They also clean buffers, vacuum cleaners, polishers, etc., as needed.

### **GOAL 2: CUSTODIAL CARE FOR GROUNDS AND EXTERIOR OF FACILITY**

(Grounds, Grass Cutting and Trees)

#### A. Grounds Maintenance

The grass is to be cut and maintained frequently during the abundant growing season. During other months, the lawn will be mowed as needed to give the grounds a neat appearance. The grass will be edged periodically during the growing season and as needed during the rest of the year.

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The grounds, including the parking lot, will be cleaned of paper, bottles and other trash daily.

#### B. Shrubs and Tree Maintenance

Shrubs and tree maintenance at the facilities consist of fertilizing, pruning and insect control. Insect control is done on an as needed basis. Ant mounds are treated as they appear.

#### C. Weed Control and Grass Treatment (Herbicides)

Weed control on ornamentals and shrubs are done on an as needed basis. Herbicides are administered on fence lines and around parking areas on an as needed basis by outsourced staff.

### **GOAL 3: MAINTENANCE AND CUSTODIAL SUPPLIES**

The District Facilities Director supports the Maintenance Repairers, Custodians, crews, instructors and/or contracted services by providing the necessary tools, machines, and supplies to effectively accomplish their objectives. Each department is encouraged to maintain a ready supply of tools, equipment, and supplies. Equipment and supplies for the operation, maintenance and improvement of the physical plant are acquired as needed through the state purchasing process.

- A. Custodial staff will work with District Maintenance staff to ensure for proper operation and maintenance of the school campus.

Review of this plan will be an annual activity and will consist of the Director, custodial staff, Assistant Principal, District Maintenance Director and designee.