

PHYSICAL FACILITIES PLAN

COE Standard 6



GOODWILL
TECHNICAL
COLLEGE

I. PURPOSE

The purpose of the Physical Facilities plan is to address and maintain the adequacy and improvement of Goodwill Technical College's campus and technical infrastructure and to provide guidance for the ongoing operation and maintenance of the facility.

II. ROLES AND RESPONSIBILITIES

| ROLE | RESPONSIBILITIES |
|---|---|
| Vice President of Contracts and Facilities Management Services | Oversee the execution of the Physical Facilities Plan. |
| Chief Information Officer | Oversee the execution of the Technical Infrastructure Plan and maintaining adequate technical infrastructure for the college. |
| Facility Manager | <ul style="list-style-type: none">▪ Provide preventative and general maintenance and repair within scope▪ Coordinate with outside vendors for maintenance and repair jobs outside of scope of work▪ Supervise campus custodian▪ Perform routine inspections of the campus▪ Work with college administration to ensure an adequate, safe, physical environment for students, employees, and visitors |
| Custodian | Provide daily cleaning of the facility and ensure that all supplies required to maintain cleanliness are stocked. |
| Faculty | <ul style="list-style-type: none">▪ Maintain clean, orderly, and safe classrooms.▪ Enforce college policies regarding food and drink in classrooms. |
| Staff | <ul style="list-style-type: none">▪ Report any situation requiring maintenance to Custodian, Facility Manager, or college administration. |

III. PLAN INFORMATION

A. ADEQUACY AND IMPROVEMENT OF PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE

Goodwill Technical College operates and maintains physical facilities that serve the needs of the college's educational programs, supportive services, and other activities related to the college's mission. The Vice President for Contracts and Facilities Management Services and the Chief Information Officer are responsible for planning and maintaining the physical facilities and technical infrastructure of the college. For major improvements of the physical facility and technical infrastructure, Goodwill Technical College utilizes capital expenditures, which includes capital maintenance. Goals and objectives for capital improvements are planned each year through the annual budgeting process. It is the responsibility of the Vice President of Contracts and Facilities Management Services and the Chief Information Officer to submit data and specifications for work that requires bids as well as manage capital projects for facilities or technical infrastructure that are approved.

B. OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES

The operation and maintenance of Goodwill Technical College's campus is managed by the Facilities Management Services department of Goodwill. The Facilities Management Services department is dedicated to maintaining Goodwill Technical College by supporting student learning through a safe, clean, and healthy environment.

1. Custodial Care

The campus custodian provides daily cleaning of the campus necessary to maintain high standards of health and safety. Duties and responsibilities of the Custodian are defined in the job description and enforced by the Facility Manager. When a faculty or staff member reports a problem that is beyond the capability of the custodian, the custodian or a college administrator contacts the Facility Manager via phone or email to coordinate how the issue will be resolved.

Office/Classroom Cleaning

- Dust all available horizontal surfaces, being careful not to disturb papers or open desk drawers.
- Remove all trash and replace receptacle liners. To bring trash to the designated disposal area.
- Vacuum all carpet areas, extending cleaner under desks, along walls and moving items easily moved.
- Clean chalkboards, erasers, and other classroom supplies.

Restroom Cleaning

- Service all paper dispensers to capacity.
- Remove all trash and replace receptacle liners; bring trash to the designated disposal area.
- Swab toilet bowls, making sure to clean under the rims; damp wipe toilet seats, lids, and sides of bowl; leave lid in raised position.
- Clean all mirrors with glass cleaner; dust above the mirrors and around air vents; wipe down pipes under the sinks and polish all stainless-steel fixtures.
- Clean bathroom stalls daily.
- Wipe down bathroom walls, doorsills and partitions with disinfectant cleaner.
- Broom sweep and damp mop using disinfectant cleaner.

Garage/Parking Lot Maintenance

- Spot clean oil and grease spillage using absorbent that requires crushing with foot.
- Police assigned area for debris, (including but not limited to paper, cigarette butts, dirt and other trash), using a broom and dustpan.
- Empty all trashcans and replace liners as needed.
- Clean ashtrays by removing ashes, butts, nicotine build-up and tar stains.

Outside Maintenance

- Police the designated area and remove trash, (including but not limited to cigarette butts, boxes, and other foreign debris), using a broom and dustpan.
- Service the push sweeper before use (check oil level before starting).
- Machine sweep using the push sweeper.

2. Preventative Maintenance

Preventative maintenance is performed to extend the life expectancy of the college's physical

infrastructure. Preventative maintenance of heating, ventilation and air conditioning, and other facility systems and equipment is completed by a combination of outside contractors and the Facilities Maintenance Services department. Preventative maintenance on technology equipment and the technical infrastructure is performed by the Chief Information Officer and/or ComSolutions, Inc.

3. General Maintenance and Repair

General maintenance and repairs are scheduled through routine observation and performed as needed. Regular inspections are conducted to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, the Facility Manager will work with the Vice President of Facilities Management Services and college administration to meet all mandated code requirements.

- a) Insect Control – control of pests and insects inside the facilities are done during times when students are not present and performed by a contracted vendor.
- b) Water Heaters – water heaters are checked by the Facility Manager; flame and heating adjustments are made as needed. Water heaters are flushed annually.
- c) Air Filters – air filters are changed monthly
- d) Ceiling Tiles – ceiling tiles are visually inspected on a regular basis; cracked or stained tiles are replaced in a timely manner.

4. Groundskeeping

Grass cutting, hedge and tree trimming, weed control, and other groundskeeping is performed by the Goodwill Grounds Department on a regular basis.

5. Equipment, Maintenance and Custodial Supplies for Facility

Equipment and supplies for cleaning, maintaining, and improving the physical facility are acquired by the Facility Manager as needed through the purchasing process, although some items may be purchased in bulk and stored for later use. These supplies are purchased using the college's facility budget. Technology equipment is maintained by the Chief Information Officer. Tuition and fees collected from students do not go toward the purchase of these supplies.

6. Relevant State Law

The college follows all local and state laws and statutory requirements for operating and maintaining school and college facilities in the State of Louisiana. Goodwill Technical College's campus meets all building codes as required by local and State regulations as well as Occupational Safety and Health Administration (OSHA) standards. Safety Data Sheets (SDS) for cleaning supplies are available and custodians are trained in the use of supplies and how to use the MSDS information. SDS for supplies is reviewed annually. Fire extinguishers are maintained and inspected throughout the year. Inspection tags are placed on all fire extinguishers at the time of inspection.

7. Applicable Federal Codes and Procedures

The following codes are deemed relevant to the normal operation and maintenance of physical facilities in Louisiana. The listed codes are current at the time this plan is written and are subject to change.

- a) National Fire Protection Association (NFPA)
- b) Standard Building Codes
- c) Standard Gas Code

- d) Elevator Safety Code
- e) OSHA Standards

8. Annual Inspections

Annual inspections of Goodwill Technical College's campus include:

- a) Fire extinguishers
- b) Elevator
- c) HVAC

C. TECHNICAL INFRASTRUCTURE

Goodwill Technical College has developed the Technical Infrastructure Plan to address and maintain the adequacy of the college's technical infrastructure. The Chief Information Officer maintains adequate technical infrastructure for the college including maintaining the college's computer hardware and network, providing information technology support, and assuring the privacy, safety, and security of data. The building and classrooms are equipped with technology including wireless access, computers, and overhead projectors. Please see the Technical Infrastructure Plan for further detail.

IV. PLAN REVIEW AND EVALUATION

A. Evaluation and Revision

The Physical Facilities Plan is evaluated annually by the Vice President of Contracts and Facilities Management, Facility Manager, Chief Information Officer, Chief Financial Officer, Director of Workforce Development and College Administration, and Chief Academic Officer and revised, as necessary.

B. Distribution

This plan is available to employees and students via the college's website and upon request to the Vice President of Contracts and Facilities Management Services.