

## **CHESTER CAREER COLLEGE**

### **PLAN FOR THE OPERATION, MAINTENANCE AND IMPROVEMENT OF THE PHYSICAL PLANT AND TECHNICAL INFRASTRUCTURE**

**Purpose:** The purpose of this plan is to ensure that proper procedures are in place and followed in order to ensure the efficient and effective operation, maintenance and improvement of the physical plant and technical infrastructure.

**Procedure:** All employees share responsibility for ensuring that the procedures for this plan are carried out as follows:

1. Faculty and staff are responsible for reporting problems with the operation and maintenance of the school's physical plant and technical infrastructure. If an employee is aware of the need for maintenance or improvement of the school's physical plant and/or technical infrastructure, he/she should notify the School Director. The School Director is responsible for contacting the appropriate technician to have the repairs done in a timely manner.
2. The landlord is responsible for building maintenance and improvements. He is also responsible for maintaining the parking lot and grounds. The landlord is also responsible for annual maintenance of the school's heating and air conditioning units. Problems or concerns should be reported to the School Director who will contact the service manager to have someone come out and address the issue(s).
3. Chester Career College maintains a Managed Services Agreement with Technology Assurance Group (TAG) to maintain the its computer systems and technical infrastructure. Employees may contact TAG directly when they have problems with their computer. The School Director is responsible for communicating with TAG on matters affecting the overall operation and maintenance of the technical infrastructure.
4. Faculty and staff are responsible for reporting any problems with the school's equipment. Problems should be reported to the School Director. The School Director is responsible for ensuring that such problems are addressed in a timely manner.
5. Advisory Board members will tour the facility and make recommendations for improvement of the physical plant and technical infrastructure as needed. These recommendations will be reviewed by the CEO and appropriate actions will be taken.
6. The School Director is responsible for ensuring that the annual fire inspection is performed and documentation is maintained.
7. The School Director with the assistance of the Corporate Staff will ensure that the facility maintains compliance with all relevant state laws and federal codes and procedures.

**Evaluations:** The plan for the operation, maintenance, and improvement of the physical plant is evaluated annually by faculty and staff.

**Feedback:** Feedback from the annual evaluations is used by the School Director, Academic Dean and Program Directors to determine the effectiveness of this plan, the need for revisions and suggestions for improvement.