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# Operation & Maintenance Plan

**Mission Statement:**

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

**Vision Statement:**

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



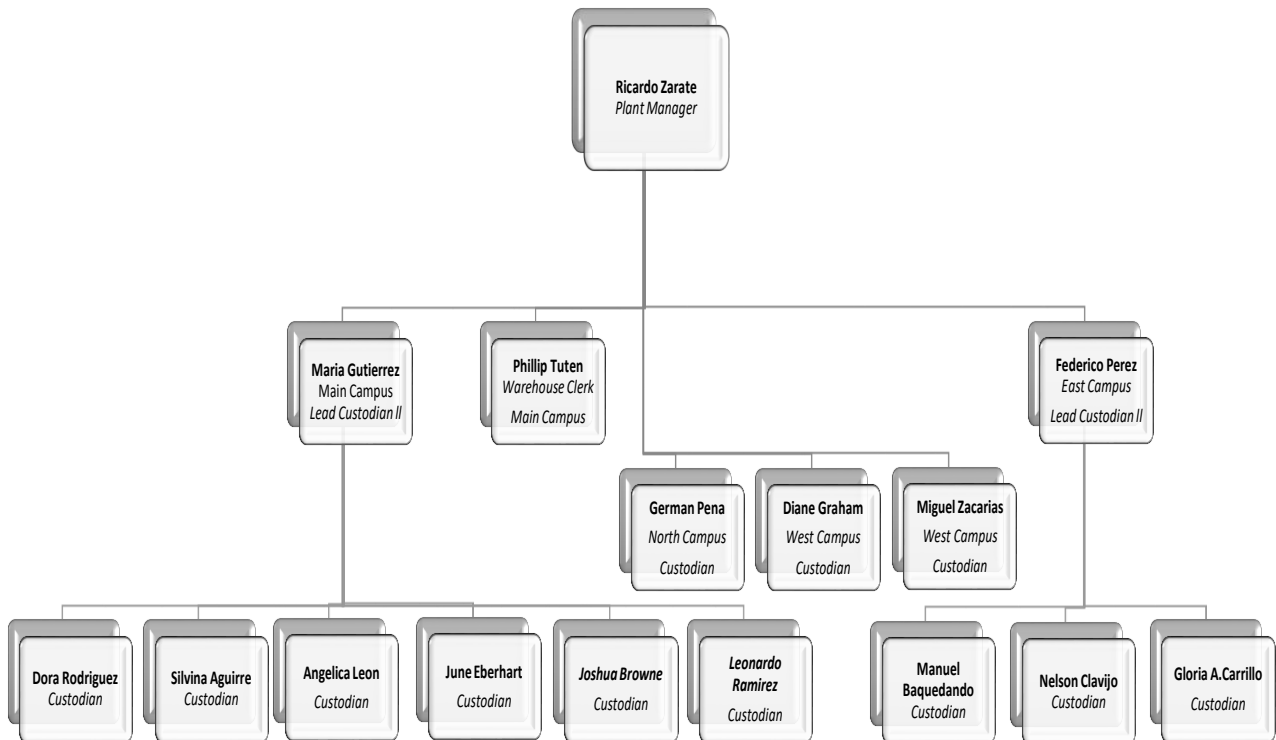
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## Personnel for Maintenance of the Facilities

Personnel (custodians) are assigned by the Manatee County School District Based on an average of 25,000 square feet per custodian. There is no special allocation for schools that operate beyond the regular hours, operate on Saturdays, and host numerous events such as Manatee Technical College.

The chain of command for custodians is shown below:



### **Daily responsibilities of custodians:**

- Assist with the maintenance of a high standard of cleanliness, efficiency and safety.
- Safe and proper use of custodial equipment and cleaning supplies.
- Act as contact person when maintenance personnel arrive on the site.
- Follow security procedure for the proper opening and the safe closure of building(s).
- Perform cleaning tasks as assigned.
- Perform general maintenance duties.
- Report all safety hazards.
- Maintain accurate records of daily work and time and payroll information.
- Follow safety standards in performing work and report unsafe conditions.
- May be required to work after hours and/or weekends.
- Follow all School Board policies, rules and regulations.
- Perform other duties as assigned.

### **Semi-annual or annual responsibilities of custodians:**

- Strip and re-wax floors assigned
- Clean carpeting (extraction cleaning)
- Detail clean classrooms
- Pressure wash when needed

### **Limitations and scope of custodial responsibilities:**

- Change light bulbs
- Assist with deliveries and pickup
- Frequently setting up/rearrange Cantrell Hall before and after events
- Evening classes and Saturday classes

### **Work order procedures:**

When a staff member reports a problem and the custodial/warehouse staff determines it is beyond their capability, it is necessary to complete a work order to have the problem repaired. In most cases, the problems are handled by the Maintenance Personnel from the school district. If the problem is beyond the capability of the district then it is contracted out, but that procedure will be completed by a district coordinator.

For a custodian or other individual to submit work orders, he or she must be properly trained. The School District of Manatee County offers a work order training program. To insure that someone is always available to submit work orders at Manatee Technical College, the following procedures were developed:

## STEP 1: Email Plant manager, Lead Custodian, or Warehouse clerk

-If custodial staff cannot fix/repair, a work order will be issued.

## STEP 2: Submit Work Order

### Custodial/Warehouse Staff

- Plant Manager
- Lead Custodian
- Warehouse clerk

Alternative (Use when Custodial Staff listed above is not on duty)

- Front Desk/Receptionist
- For emergency work orders after hours or on weekends contact School Board security at (941) 713-5490

### Work order Information

- State problem completely
- Specific location and brief description of problem (ex: South door not closing properly in room #2006)
- Point of Contact and Phone number

### Notes:

Custodial/Warehouse staff coordinates absences in order to have a person that is trained to submit work orders at all times.

All custodians and warehouse clerk are hired using the Taleo online system. If an employee leaves through retirement, transfer, or termination, a Job Posting advertises the position. On the Main Campus the Plant Manager interviews prospective candidates. Manatee County School District is an Equal Opportunity Employer. With a job posting, there is an opportunity for a current employee to transfer. The district requires potential employee to list references, have a drug test, and be fingerprinted. An additional requirement for new applicants requires them to have a GED or High school diploma. If they do not have one, they must be willing to obtain one within six months of hiring. Custodians and Warehouse clerk are on a one-year probation period and can be terminated within that period. Warehouse and Custodial staff are under the AFSCME (American Federation of State, County and Municipal Employees) contract with the School District of Manatee County.

The Custodians and Warehouse clerk are evaluated annually on district approved form.

### **Responsibilities of Instructional Staff for Labs:**

Each instructor is responsible for cleanliness and safety of the program laboratory. The students are taught the proper and effective way to organize, clean, and maintain a work area. One important aspect is the appropriate care of all power tools and equipment.

### **Equipment and Supplies**

#### **Equipment for Facilities:**

Maintenance equipment is requested through a purchase requisition. It must be approved by the appropriate Assistant Director or Administrator, the Business Manager, and the Director. While a total of five percent of tuition funding is set aside for these purchases, those funds are limited. Every attempt is made to keep all equipment effectively functioning for as long as possible before it is replaced.

The Manatee School District, which has limited repair facilities are supportive with respect to maintenance on items like Golf Carts. Due to financial limitations, equipment is repaired as much as is feasible before it is replaced.

#### **Equipment for Programs:**

Manatee Technical College uses a Five-Year Replacement Plan for equipment for the technical programs. Original equipment and replacement are obtained through several sources. If a program is grant funded, the initial outlay is usually covered by the grant. A typical example would be Boat Building, which started during the 2007-08 school year. Manatee Technical College received a grant from Florida State University to start this program. It was initially funded with \$266,000 for instructor, equipment, supplies, promotion, and student placement counseling hours. With any new program, when FF&E (Furniture, Fixtures and Equipment) is over \$10,000, it requires the approval of the Manatee Technical College Board of Governors. The district also requires three bids when a project is over \$10,000.

A number of technical programs have been started with equipment purchased with Perkins Funds or other grants. Manatee Technical College has a grant writer who has equipment over \$21,000,000 during the past 11 years. Both original and replacement equipment has been purchased in this manner. The Adult, Career and Technical Education (ACT) Department at the District Office is instrumental in assisting with funding, both for new projects and equipment urgently needed.

It is planned to replace equipment on a five-year cycle. There are many variables for this, funding limitations, closing programs, or assistance from industry donations. Manatee Technical College traditionally checks with the district surplus operations to see if equipment is available from another school which can be adapted for our use is available at no charge.

### **Supplies for Maintenance of Facility:**

The supplies for cleaning, maintaining and improving the campus are necessary for maintaining a high level of cleanliness. These supplies are requested by each campus on an as needed basis. Some Products are stored for later use while others are ordered when needed. All cleaning supplies ordered are approved by School Board of Manatee County Risk Management. A small portion of tuition dollars are used for purchasing these supplies. The Plant Manager for Manatee Technical College meets with District Custodial Supervisor (when requested by Custodial Supervisor for the District) for any updates on custodial supplies.

### **Relevant State Law**

Section 235.185, Florida Statutes, defines the legal and statutory requirements for operating and maintaining school and community college facilities throughout the state. As part of the five-year requirement for a district facilities work program, this legislation further establishes the authority of local school boards and the State Board of Community Colleges to spend public funds "...to adequately provide for the maintenance of the educational plant and ancillary facilities".

Section 5(1) of the Florida State Requirements for Educational Facilities mandates that local school boards and community colleges establish "... policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health of its occupants". Relative to this requirement, these rules also establish a number of general criteria for a variety of maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

Further, all Manatee County School facilities will be built and will follow Florida building code and Occupational Safety and Health Standards (OSHA).

The fire alarm is tested monthly using fire drills with the faculty, staff, and students participating in evacuations, dangerous weather movement, lockdowns, and other drills. Fire Extinguishers are inspected by All Florida Equipment Company Inc. (hired by the School District to do so) and are professionally refilled, recharged, or replaced in accordance with Florida law by a fire safety professional. Manatee Technical College has a few spare fire extinguishers to use when a replacement is needed. A work order to the district Matzke personnel will follow.

### **Applicable Federal Codes and Procedures**

The following list of code sections are deemed relevant to the normal operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current at the time these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by

affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

### **National Fire Protection Association (NFPA)**

- 1) 10 Portable Extinguishers
- 2) 11 Foam Ext. Systems
- 3) 12 Carbon Dioxide Systems
- 4) 13 Sprinkler Systems
- 5) 13A Sprinkler Maintenance
- 6) 13E Sprinkler Prop., F. D. Operations
- 7) 14 Standpipe, Hose Systems
- 8) 20 Centrifugal Fire Pumps
- 9) 24 Private Fire Service Mains
- 10) 30A Automotive and Marine Service Station Code
- 11) 31 Oil Burning Equipment
- 12) 37 Combustion Engines
- 13) 40 Motion Picture Film
- 14) 45 Labs Using Chemicals<sup>1</sup>
- 15) 46 Forest Products, Storage
- 16) 50 Bulk Oxygen Systems
- 17) 51 Welding and Cutting
- 18) 51B Welding Processes
- 19) 52 CNG Vehicular Fuel Systems
- 20) 54 National Fuel Gas Code
- 21) 56F Nonflammable Medical Gases
- 22) 56HM Home Respiratory Therapy
- 23) 58 LP-Gas Storage Use
- 24) 59 HP-Gas, Utility Plants
- 25) 59A LN-Gas, Storage, Handling
- 26) 70 National Electrical Code
- 27) 70B Electrical Equipment Maintenance
- 28) 70E Employee Electrical Safety
- 29) 71 Central Station Sig.
- 30) 72A Local Protect. System
- 31) 72B Auxiliary Sig. System
- 32) 72C Remote Station System
- 33) 72D Proprietary Stg. System
- 34) 72E Auto. Fire Detectors
- 35) 72F Emergency Voice/Alarm Comm. Systems
- 36) 75 Electronic Computer System
- 37) 78 Lightning Protection System
- 38) 79 Electrical Standards for Industrial Machinery
- 39) 80 Fire Doors, Windows
- 40) 85A Single Burner Boiler-Furnaces
- 41) 85B Gas Multi-burner Boiler
- 42) 85D Oil Multi-burner Boiler
- 43) 86 Ovens and Furnaces



- 44) 88A Parking Structures
- 45) 88B Repair Garages
- 46) 90A Air Conditioning Systems
- 47) 90B Warm Air Heating, Air Conditioning
- 48) 91 Blower and Exhaust System
- 49) 96 Vapor Removal Cooking Equipment
- 50) 97M Heating Terms, Glossary
- 51) 99 Health Care Facilities
- 52) 101 Life Safety Code
- 53) 110 Emergency and Standby Power System
- 54) 171 Public Fire Safety Symbols
- 55) 172 Fire Safety Symbols for Architectural and Engineering Drawings
- 56) 203M Roof Coverings
- 57) 204M Smoke, Heat Venting
- 58) 231C Rack Storage of Materials
- 59) 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
- 60) 253 Flooring Radiant Panel Test
- 61) 664 Wood Processing, Woodworking
- 62) 901 Uniform Coding for F. P.
- 63) 910 Libraries and Library Collections
- 64) 911 Museums and Museum Collection
- 65) Others as they may apply.

### **Standard Building Codes**

- A. Standard Mechanical Code
- B. Standard Gas Code
- C. Elevator Safety Code

Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

#### Part 1910 – Occupational Safety and Health Standards

##### Subpart A – General

- 1910.1 Purpose and scope
- 1910.2 Definitions
- 1910.3 Amendments to this part
- 1910.5 Applicability of standards

##### Subpart B – Adoption and Extension of Established Federal Standards

- 1910.11 Scope and purpose
- 1910.12 Construction work
- 1910.19 Special provisions for air contaminants

##### Subpart D – Walking - Working Surfaces

- 1910.19 Manually propelled mobile ladder stands and scaffolds
- 1910.21 Definitions
- 1910.22 General requirements

- 1910.23 Guarding floor and wall openings
- 1910.24 Fixed industrial stairs
- 1910.25 Portable wooden ladders
- Subpart E – Means of Egress
  - 1010.35 Definitions
  - 1910.36 General requirements
  - 1910.37 Means of egress, general
  - 1910.38 Employee emergency plans and fire prevention plans
- Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
  - 1910.66 Powered platforms for building maintenance
  - 1910.67 Vehicle-mounted elevating and rotating work platforms
  - 1910.68 Manlifts
- Subpart G - Occupational Health and Environmental Control
  - 1910.94 Ventilation
  - 1910.95 Occupational noise exposure
- Subpart H – Hazardous materials
  - 1910.101 Compressed gasses (general requirements)
  - 1910.102 Acetylene
  - 1910.103 Hydrogen
  - 1910.104 Oxygen
  - 1910.105 Nitrous oxide
  - 1910.106 Flammable and combustible liquids
  - 1910.107 Spray finishing using flammable and combustible materials
  - 1910.119 Process safety management of highly hazardous chemicals
  - 1910.120 Hazardous waste operations and emergency response
- Subpart I – Personal Protective Equipment
  - 1910.132 General requirements
  - 1910.133 Eye and face protection
  - 1910.134 Respiratory protection
  - 1910.135 Head protection
  - 1910.136 Foot protection
  - 1910.137 Electrical protective devices
  - 1910.138 Hand protection
- Subpart J – General Environmental Controls
  - 1910.141 Sanitation
  - 1910.144 Safety color code for marking physical hazards
  - 1910.145 Specifications for accident prevention signs and tags
  - 1910.146 Permit required confined spaces
- Subpart K - Medical and First Aid
  - 1910.151 Medical services and first aid
- Subpart L – Fire Protection
  - 1910.154 Scope, application and definitions
  - 1910.157 Portable fire extinguishers
  - 1910.158 Standpipe and hose systems
  - 1910.159 Automatic sprinkler systems
  - 1910.160 Fixed extinguishing systems, general

- 1910.161 Fixed extinguishing systems, dry chemical
- 1910.162 Fixed extinguishing systems, gaseous agent
- 1910.163 Fixed extinguishing systems, water spray and foam
- 1910.164 Fire detection systems
- 1910.165 Employee alarm systems
- Subpart M – Compressed Gas and Compressed Air Equipment
  - 1910.169 Air receivers
- Subpart N – Materials Handling and Storage
  - 1910.176 Handling material – general
  - 1910.177 Servicing multi-piece and single piece rim wheels
  - 1910.178 Powered industrial trucks
  - 1910.184 Slings
- Subpart O – Machinery and Machine Guarding
  - 1910.211 Definitions
  - 1910.212 General requirements for all machines
  - 1910.213 Woodworking machinery requirements
  - 1910.215 Abrasive wheel machinery
- Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment
  - 1910.241 Definitions
  - 1910.242 Hand and portable powered tools and equipment
  - 1910.243 Guarding of portable powered tools
  - 1910.244 Other portable powered tools and equipment
- Subpart Q – Welding, Cutting and Brazing
  - 1910.251 Definitions
  - 1910.252 General requirements
  - 1910.253 Oxygen-fuel gas welding and cutting
  - 1910.254 Arc welding and cutting
- Subpart S – Electrical
  - 1910.301 Introduction
  - 1910.302 Electric utilization systems
  - 1910.303 General requirements
  - 1910.304 Wiring design and protection
  - 1910.305 Wiring methods, components and equipment for general use
  - 1910.306 Specific purpose equipment installations
  - 1910.307 Hazardous locations
  - 1910.308 Special systems
  - 1910.331 Safety-related work practices – scope
  - 1910.332 Training
  - 1910.333 Selection and use of work practices
  - 1910.334 Use of equipment
  - 1910.335 Safeguards for personal protection
  - 1910.399 Definitions
- Subpart Z – Toxic and Hazardous Substances
  - 1910.1001 Air contaminants
  - 1910.1001 Asbestos
  - 1910.1020 Access to employee exposure and medical records

- 1910.1030 Blood borne pathogens
- 1910.1200 Hazard communication
- 1910.1201 Retention of DOT markings, placards and labels
- 1910.1450 Occupational exposure to hazardous chemicals in laboratories

Part 1926 – Safety and Health Regulations for Construction

Subpart A - General

- 1926.1 Purpose and scope
- 1926.2 Variances from safety and health standards
- 1926.3 Inspections – right of entry
- 1926.4 Rules of practice for administrative adjudications for enforcement of safety and health standards

Subpart B – General Interpretations

- 1926.10 Scope of subpart
- 1926.16 Rules of construction

Subpart C – General Safety and Health Provisions

- 1926.20 General safety and health provisions
- 1926.21 Safety training and education
- 1926.22 Recording and reporting injuries
- 1926.23 First aid and medical attention
- 1926.24 Fire protection and prevention
- 1926.25 Housekeeping
- 1926.26 Illumination
- 1926.27 Sanitation
- 1926.28 Personal protective equipment
- 1926.29 Acceptable certifications
- 1926.32 Definitions
- 1926.33 Access to employee exposure and medical records
- 1926.34 Means of egress
- 1926.35 Employee emergency action plans

Subpart D - Occupational Health and Environmental Controls

- 1926.50 Medical services and first aid
- 1926.51 Sanitation
- 1926.52 Occupational noise exposure
- 1926.55 Gases, vapors, fumes, dusts and mists
- 1926.56 Illumination
- 1926.57 Ventilation
- 1926.59 Hazard communication
- 1926.61 Retention of DOT markings, placards and labels
- 1926.62 Lead
- 1926.64 Process safety management of highly hazardous chemicals
- 1926.65 Hazardous waste operations and emergency response
- 1926.66 Criteria for design and construction of spray booths

Subpart E – Personal Protective and Life Safety Equipment

- 1926.95 Criteria for personal protective equipment
- 1926.96 Occupational foot protection

- 1926.100 Head protection
- 1926.101 Hearing protection
- 1926.102 Eye and face protection
- 1926.103 Respiratory protection
- 1926.104 Safety belts, lifelines and lanyards
- 1926.105 Safety nets
- 1926.106 Working over or near water
- 1926.107 Definitions applicable to this subpart
- Subpart F – Fire Protection and Prevention
  - 1926.150 Fire protection
  - 1926.151 Fire prevention
  - 1926.152 Flammable and combustible liquids
  - 1926.153 Liquefied petroleum gas (LP gas)
  - 1926.154 Temporary heating devices
  - 1926.155 Definitions applicable to this subpart
  - 1926.156 Fixed extinguishing systems, general
  - 1926.157 Fixed extinguishing systems, gaseous agent
  - 1926.158 Fire detection systems
  - 1926.159 Employee alarm systems
- Subpart G – Signs, Signals and Barricades
  - 1926.200 Accident prevention signs and tags
  - 1926.201 Signaling
  - 1926.202 Barricades
  - 1926.203 Definitions applicable to this subpart.
- Subpart H – Materials Handling, Storage, Use and Disposal
  - 1926.250 General requirements for storage
  - 1926.251 Rigging equipment for materials handling
  - 1926.252 Disposal of waste materials
  - 232 Florida Center for Community Design + Research
- Subpart I – Tools – Hand and Power
  - 1926.300 General requirements
  - 1926.301 Hand tools
  - 1926.302 Power operated hand tools
  - 1926.303 Abrasive wheels and tools
  - 1926.304 Woodworking tools
  - 1926.305 Jacks – lever and ratchet, screw and hydraulic
  - 1926.306 Air receivers
  - 1926.307 Mechanical power-transmission apparatus
- Subpart J – Welding and Cutting
  - 1926.350 Gas welding and cutting
  - 1926.351 Arc welding and cutting
  - 1926.352 Fire prevention
  - 1926.353 Ventilation and protection in welding, cutting, heating
- Subpart K – Electrical
  - 1926.400 Introduction
  - 1926.402 Applicability

- 1926.403 General requirements
- 1926.404 Wiring design and protection
- 1926.405 Wiring methods, components and equipment for general use
- 1926.406 Specific purpose equipment and installations
- 1926.407 Hazardous (classified) locations
- 1926.408 Special systems
- 1926.416 General requirements
- 1926.417 Lockout and tagging of circuits
- 1926.431 Maintenance of equipment
- 1926.432 Environmental deterioration of equipment
- 1926.441 Battery locations and battery charging
- 1926.449 Definitions applicable to this subpart
- Subpart L – Scaffolds
  - 1926.450 Scope, application and definitions applicable to this subpart
  - 1926.451 General requirements
  - 1926.452 Additional requirements applicable to specific types of scaffolds
  - 1926.453 Aerial lifts
  - 1926.454 Training requirements
  - Appendix A, B, C, D, & E to Subpart L
- Subpart M – Fall Protection
  - 1926.500 Scope, application, and definitions applicable to this subpart
  - 1926.501 Duty to have fall protection
  - 1926.502 Fall protection systems criteria and practices
  - 1926.503 Training requirements
  - Appendix A, B, C, D, & E to Subpart M
- Subpart N – Cranes, Derricks, Hoists, Elevators and Conveyors
  - 1926.550 Cranes and derricks
  - 1926.552 Material hoists, personnel hoists and elevators
  - 1926.554 Overhead hoists
  - 1926.555 Conveyors
- Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations
  - 1926.600 Equipment
  - 1926.601 Motor vehicles
  - 1926.602 Material handling equipment
  - 1926.604 Site clearing
  - 1926.606 Definitions applicable to this subpart
- Subpart P – Excavations
  - 1926.650 Scope, application and definitions applicable to this subpart
  - 1926.651 Specific excavation requirements
  - 1926.652 Requirements for protective systems
- Subpart Q – Concrete and Masonry Construction
  - 1926.700 Scope, application and definitions applicable to this subpart
  - 1926.701 General requirements
  - 1926.702 Requirements for equipment and tools
  - 1926.703 Requirements for cast-in-place concrete
  - 1926.704 Requirements for pre-cast concrete

- 1926.706 requirements of masonry construction
- Subpart R – Steel Erection
  - 1926.750 Flooring requirements
  - 1926.751 Structural steel assembly
  - 1926.752 Bolting, riveting, fitting-up and plumbing-up
  - 1926.753 Safety nets
- Subpart T – Demolition
  - 1926.850 Preparatory operations
  - 1926.851 Stairs, passageways and ladders
  - 1926.852 Chutes
  - 1926.853 Removal of materials through floor openings
  - 1926.854 Removal of walls, masonry sections and chimneys
  - 1926.855 Manual removal of floors
  - 1926.856 Removal of walls, floors and material with equipment
  - 1926.857 Storage
  - 1926.858 Removal of steel construction
  - 1926.859 Mechanical demolition
- Subpart V – Power Transmission and Distribution
  - 1926.950 General requirements
  - 1926.951 Tools and protective equipment
  - 1926.952 Mechanical equipment
  - 1926.953 Materials handling
  - 1926.954 Grounding for protection of employees
  - 1926.955 Overhead lines
  - 1926.956 Underground lines
  - 1926.957 Construction in energized substations
  - 1926.959 Lineman’s body belts, safety straps and lanyards
  - 1926.960 Definitions applicable to this subpart
- Subpart X – Stairways and Ladders
  - 1926.1050 Scope, application and definitions applicable to this subpart
  - 1926.1051 General requirements
  - 1926.1052 Stairways
  - 1926.1053 Ladders
  - 1926.1060 Training requirements
- Subpart Z – Toxic and Hazardous Substances
  - 1926.1101 Asbestos
  - 1926.1102 Coal tar pitch volatiles; interpretation of term
  - 1926.1103 13 Carcinogens

## **Evaluation & Revision**

MTC's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections.

This written plan is reviewed annually by MTC's School Advisory Council (SAC) and the MTC staff and administration and Manatee County Staff.

Reviewed and Approved by Board of Governors – 01.26.2017  
Reviewed and Approved by Board of Governors – 01.25.2018