



Physical Facilities 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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Adequacy & Improvement

Physical Facilities

Manatee Technical College has developed this plan to address and maintain the adequacy and improvement of all physical facilities for our campuses.

MTC delivers services and instruction at the following locations:

- MTC (main campus)

6305 State Road 70 East, Bradenton, FL 34203

- MTC East Campus (Branch campus)

5520 Lakewood Ranch Blvd., Bradenton, FL 34211

The maintenance of facilities at the above locations is managed through the Manatee Facilities and Maintenance Department. The Facilities Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of professionals dedicated to continuous improvement and service excellence. Their mission is to provide proactive, high quality custodial, building maintenance and grounds services to customers in a timely and cost effective manner. They accomplish this through an emphasis on; professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

The District Maintenance Department help Plant Managers cover specific schools. They also allocate custodial staff to each school based on specific data elements including physical facility size. MTC custodians provide routine maintenance, such as grounds maintenance, cleaning buildings, delivery of packages, waxing floors, carpet cleaning, etc. Maintenance

beyond those mentioned are met by the school district tradespeople staff and/or vendors.

The MTC custodial staff utilize an online service request system to track, manage, and prioritize facility needs. MTC custodians work with the District Facilities Department to complete service requests that are beyond their scope of practice.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, MTC staff works closely with MTC custodians and the district Facilities Department to meet the requirements.

An assigned MTC administrator meets weekly in person or by email with the Plant Manager, the MTC day, and MTC night head custodians to review outstanding service requests, prioritize, and establish completion timelines. Even though the MTC custodians do not report directly to MTC administrators, they work closely together to ensure an adequate, safe, health physical environment for students, staff, and visitors.

Technical Infrastructure

Manatee Technical College has developed this plan to addresses and maintain the adequacy and improvement of the school's technical infrastructure. In order to maintain adequate technical infrastructure, MTC employs one technology specialist to manage and maintain MTC's computer hardware and network. He mainly sets up computers and printers on MTC's network. He orders hardware, software, and accessories. He helps staff problem solve and reports issues to the Manatee County Information Technology department.

The Manatee County School district Information Technology department is in control of all other aspects of the technical infrastructure. They maintain the security and backup for

all network information and data. They support, order, repair the technology for the entire county including MTC.

Evaluation & Revision

MTC's method for evaluation and revision of adequacy of the technology infrastructure is accomplished through regular system diagnostic report analysis, technology request review and analysis, and assistance through the district information technology department.

Revised 02.14.2018

Reviewed and Approved by Board of Governors – 01.26.2017

Reviewed and Approved by Board of Governors – 04.05.2018