

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. South Central Louisiana Technical College (SCLTC) 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 college. 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 immediately report them to the Campus Administrator and/or Safety Coordinator. This extends into the classroom where students are to be instructed on how to care for their college and are to be supervised to prevent damage from occurring.

General maintenance and repair is performed daily by the maintenance staff of each campus with the cooperation and assistance from all maintenance staff within the college 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 SCLTC's Chief of Facilities, Safety and Property Manager, and other members of the divisional/college staff.

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 all campuses. Services are available at each 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 for all campuses within the college.

General custodial maintenance is implemented to protect and preserve SCLTC as a state agency. SCLTC believes a properly executed custodial maintenance plan will enhance learning as well as preserve the physical aspects of the facility.

The following custodial maintenance plan is designed to help plan and provide for an efficient maintenance schedule.

CUSTODIAL CARE

Cleaning and up-keep of the facility is accomplished by custodial and maintenance staff, who follow a checklist of assigned duties. Grounds maintenance is performed by custodial and

maintenance staff 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 SCLTC are limited. They consist of men's and women's restrooms.

Some campuses students, faculty and staff are sharing these facilities. The procedure is that they are clean and sanitized regularly.

B. Student Lounge

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

C. Offices and Classrooms

The schools office space is cleaned twice weekly. 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 institutes consists of dust rags, mops, kitchen towels 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.

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 schools are cleaned and appropriately maintained on a regular basis (i.e., doors and cabinets).

I. Carpets

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 each week 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.

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

K. Miscellaneous Maintenance

Water heaters are checked by 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.

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.

CUSTODIAL CARE FOR GROUNDS AND EXTERIOR OF FACILITY

(Grounds, Grass Cutting and Trees)

A. Grounds Maintenance

The grass is to be cut each week 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.

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 consists 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.

MAINTENANCE AND CUSTODIAL SUPPLIES

Administrators support 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.