

Carver Career and Technical Education Center

Operations and Maintenance Plan

Personnel Overseeing the Plan & Responsibilities

The ongoing day-to-day operation, maintenance, and improvement of the physical facility are under the guidance and direction of the school principal. The school principal must work with the Kanawha County Facilities Planning (Maintenance) Department for intensive improvements or projects needed for the school.

The school principal supervises a staff of five custodians. The custodians each have areas of responsibility for cleaning, maintenance, safety, and improvement. There are also areas that are common to all five such as sidewalks surrounding the school and the parking lot. The custodial staff addresses the daily cleaning of classrooms, offices, restrooms, cafeteria, hallways, and Educational Resource Center (ERC). They plan and conduct larger projects, such as floor waxing when students are not present. They also address snow removal and salting as needed in the winter months. As needs for repair or improvement arise, they report to the principal and discuss appropriate responses to issues.

The Kanawha County Schools Facilities Planning (Maintenance Department) is responsible for the maintenance of the building structure and infrastructure. That Department is responsible for the following:

Roofing	Floors	Lighting
Plumbing	Heating	Doors/Locks
Painting	Cooling	Phone/Network Cabling
Ceilings	Electrical	

There are a variety of inspections conducted regularly to assist in the safe operation of the school. Assessments are made by the following:

Fire Department/Fire Marshall-- Fire Safety Equipment, Fire Alarm, Fire Extinguishers, Fire Safety Inspections, Fire Drill Logs,

Health Department--General Inspections for Health and Safety

Maintenance Department--General Building Inspections and Evaluations, Pest Control

Objectives

The objectives in operation, maintenance, and physical improvement are to maintain the school in a manner that considers all aspects of the physical facility growth and development. This includes safety, operational equipment, improvement, and responsible maintenance of the building; always bearing in mind the needs of all stakeholders.

1. Safe Operation of School
2. Cleanliness of School
3. Appropriate Utilities for School Operation
4. Health and Safety of employees, students, and guests
5. Physical Facilities Improvement

Activities to Achieve Objectives

The school principal communicates regularly with the custodial staff on all matters pertaining to the operation, maintenance, and physical improvement of the school. The schedules of the custodians are designed to cover pre-school time and until all students and staff members have exited the building. Discussions are held if any issues arise, and decisions regarding the handling of such issues are held promptly.

The Safety Committee meets monthly and includes both administrators, instructors of health and safety (Diagnostic Services, Firefighting & Emergency Management, Respiratory Technology, and Integrated Production Technology), the head- custodian, and the compliance coordinator. Minutes are kept of the meeting and issues and concerns are addressed promptly. These members are responsible for conducting a monthly building inspection to ensure the safety of students and staff. This is also another opportunity for any concerns to be brought forward and addressed. Faculty Senate and staff meetings are open to any member expressing facility concerns, as are LSIC meetings, and Advisory Council meetings.

If the facility has a need covered by the Kanawha County Maintenance Department, a work order is placed electronically by the school secretary. Maintenance workers then come to the school, assess the needs, and address them.

If staff or students have technology issues that the computer specialist cannot fix, then a KCS Technology Work Order is placed by wither the staff member or the computer specialist. The county Technology Specialist will then come to the school, assess the situation, and address them.

Inspections listed are done regularly and are directed by the Kanawha County Board of Education. If any issues are discovered during these inspections, the appropriate Maintenance Trade Department addresses any needs the school is unable to address internally. Any repair or need they are unable to address may be contracted to agencies outside of county employment, as directed by the head of maintenance.

Timelines

The safety of our staff, students, and guests is a top priority for us. Our efforts in ensuring their safety, regular maintenance to the building and grounds, and any improvements are continuous year-round. Custodians continually inspect their areas of responsibility for any issues. The Safety Meeting is held monthly, and building inspections done by the members are also done monthly. Custodians inspect fire extinguishers regularly, but outside agencies inspect all other listed equipment. The administrator receives reports from these agencies and directs any improvements or repairs needed.

Protection

Kanawha County Schools (KCS) Technology Department sets the firewall protections, monitors and maintains the network, and is responsible for protecting student's online data. The technology department ensures the safety, privacy, and security of data contained within the institutional network. They are also tasked with ensuring that the computer system and network operates reliably and all information is backed up daily. All staff and students are required to fill out a new Computer and Telecommunications Acceptable Use Policy (AUP) annually and staff are required to follow FERPA guidelines when handling student information.

Improvement

While the major objectives regarding the facility are safety and proper maintenance, the school is always planning for the future. We continually work with business and industry professionals to ensure that our programs are current and relevant to workforce needs. Improvements are discussed at Faculty Senate, staff meetings, safety meetings, LSIC meetings, and Advisory Committee Meetings. Maintenance and Improvements are made as needed by the county and the institution. While funding can sometimes be an issue, grants and available funding from county, state, or federal agencies will continue to be utilized for improvements and updates to our campus.