Career Technical Institute

Plan for the Ongoing Operation and Maintenance of Physical Plant and Technical Infrastructure

Introduction

It is our goal to maintain sufficient and adequate facilities to provide for the ongoing operation, maintenance and improvement of our physical plant, technical infrastructure and distance education infrastructure to enable our students to achieve the objectives of the programs offered. Career Technical Institute is committed to maintaining physical facilities that provide for the health and safety of employees, students and visitors.

Responsible Personnel

The school's plan for the operation and maintenance of our facilities and technology includes assigned responsibilities as follows:
- Maintenance/upkeep of Vermont Avenue location – Sandra Dankwa
- Maintenance/upkeep of the technical infrastructure-CWPS/ David Duncan
- Maintenance/upkeep of the Distance Education infrastructure – Angela Mullis

Plan for Operations

The school has assigned responsibility to the above mentioned associates to support our efforts in the maintenance and operation of our physical plant and technical infrastructure. At the annual meeting, we review our facilities and infrastructure then update our plan to assure that we keep our building properly maintained and that our infrastructure is adequate to provide the proper level of service to our students and employees.

On an annual basis, the school produces an amendment to the plan that details some of the items to be addressed during the upcoming fiscal year. On an ongoing basis, the responsible people will identify issues or items that need to be addressed through our normal purchase/repair process.

The following factors will be considered in determining our institutional needs, including: the need for additional or modification of existing space based upon current and future projected enrollment, the need for additional or modification of existing space for the any new program offering, the need for upgrades or maintenance of the current facility due to increased usage or disrepair, the need for additional office space for support staff, the need to keep up and repair student lunch room, the need for a comfortable working environment, identifying any issues with a/c or heat units, the need for phone and internet connections, identifying if there are any needs for additional phone lines, faster internet connection or any issues with upgrades or maintenance,

the need for the overall safety of the facility and any issues that may affect the safety or health of students and employees.

The following factors will be considered in determining our technical infrastructure needs:

- Computer age and functionality
- Speed and access of internet connection
- Adequacy of file servers
- Speed and functionality of access to network resources
- Adequacy of printers to meet student and staff demand
- Efficiency of firewall in blocking unwanted traffic
- Effectiveness of wireless network

The following factors will be considered in determining our distance education needs:

- Ability of platform to host training programs
- Ability of students to access learning resources
- Reliability of learning platform
- "Usability" of learning platform

The institution will consider feedback from students, employers, staff, faculty, members of the institution's Advisory Board and local government agencies in determining the adequacy of the school's facilities and technical infrastructure.

Equipment and Supplies

All of our facility leases include a maintenance agreement which provides services for cleaning, and maintaining the leased space, including restocking restroom supplies as needed.
Routine maintenance of our HVAC system is performed by on-site building engineers, while major repairs are contracted for on an as–needed basis.

Day to day damage is addressed immediately, while general repairs, such as painting and carpet cleaning, are scheduled for the break at the end of the year.

The school's technical infrastructure includes five file servers, two firewalls, and thirteen switches. We also maintain a Cisco IP phone system and as well as a high speed internet connection, which are monitored by CWPS, an IT service provider that identifies issues that are addressed by them or our onsite IT Support Administrator.

Our distance learning platform is available through the internet at http://onlineclasslogin.com. The platform is maintained by Career Tech Services, who takes care of any issues of access and availability of the platform, working in conjunction with the VP of On-line Operations.

Relevant State and Federal Laws
The school holds valid certificates of occupancy for its facilities. We maintain compliance with all relevant state and federal laws.

<u>Applicable Federal Codes and Procedures</u>
The building maintenance maintains compliance with all applicable federal and codes and procedures. Our physical facilities meet all fire and safety codes. Emergency Exit plans are posted by exit doors throughout the campus.

<u>Availability of The Plan to Employees and Students</u>
The plan is shared annually with our staff and students and is available on our website.

<u>Annual Evaluation of the Plan (And Revised as Necessary)</u>

The Plan is evaluated by the management and staff at the annual all staff meeting and is revised as necessary.

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2021 AMENDMENT

First Quarter
• Upgrade file servers and network as needed- IT is anticipated that school will be held online till the end of the quarter due to the COVID pandemic

Second Quarter
- Schedule thorough COVID cleaning for reopening
- Purchase PPEs, sanitizers, face masks and disinfecting supplies
- Purchase any additional equipment as needed
- Schedule additional through cleaning and sanitization

Third Quarter

- Evaluate the need for new computers and software in the classrooms
- Upgrade file servers and network as needed
- Schedule maintenance activity during spring (Weekend)

Fourth Quarter
- Evaluate the need for new computers and software in the classrooms
- Review adequacy of physical plant and technical infrastructure
- Review adequacy of distance education portal
- Schedule maintenance activities during holiday break
  o Carpet cleaning
  o Strip and wax floors
  o Paint and patch as needed
  o Purchase PPEs, sanitizers, face masks and disinfecting supplies
  o Purchase any additional equipment as needed
  o Schedule additional through cleaning and sanitization