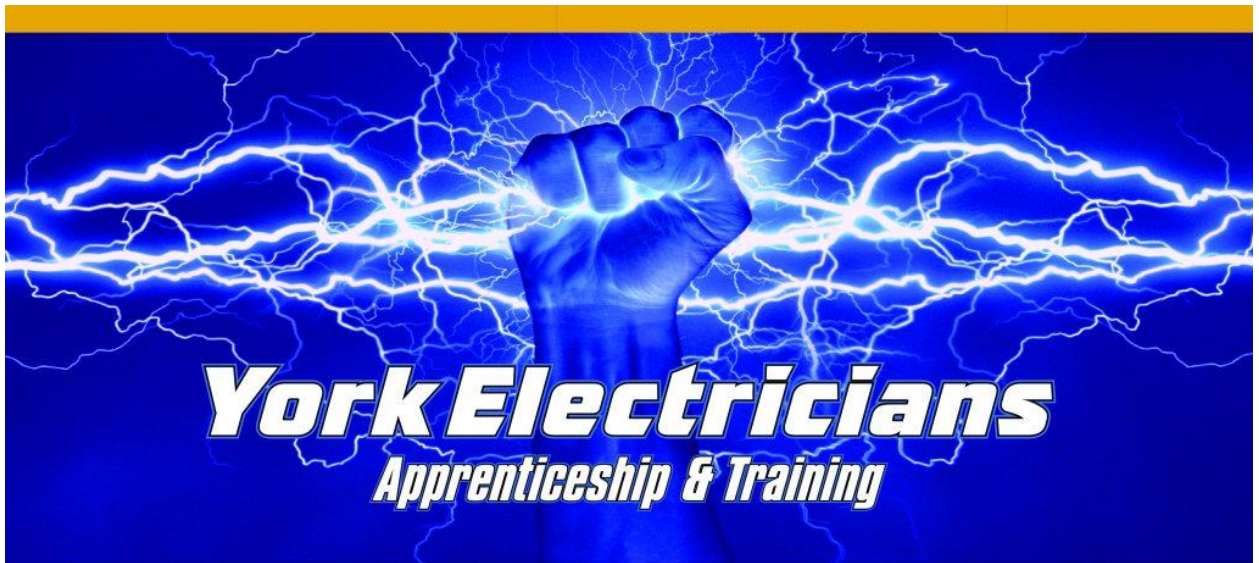


Physical Facilities & Technical Infrastructure Operations and Maintenance Plan 2019-2022



Approved: 4-3-19

555 Willow Springs Lane
York, PA 17406

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INTRODUCTION

The York Electrical Institute is located at 555 Willow Springs Lane, York, Pennsylvania. It houses a state-of-the-art learning environment including 15,000 square feet of training space including 6 classrooms and 3 large lab areas. There is a large 130 seat meeting room and a break room. Restrooms include shower areas. Parking is available for over 100 vehicles. There is a mobile computer lab and projectors in each classroom.

The school's campus is large enough to meet current needs of the student body as well as to meet future growth needs. Routine maintenance and grounds, at the main campus, are handled by a contract. This work is supplemented by a number of maintenance contracts for HVAC/R, plumbing and roofing.

LONG-RANGE PLAN FOR FACILITY AND CAMPUS IMPROVEMENT

We do not anticipate any capital improvements over the next five years.

We do not have plans to offer distance education in the near future, so we have not built a technology infrastructure to specifically accommodate this; however, the building offers wireless computer access for students, faculty and staff. Faculty and staff are on a secure network that is password protected.

SHORT-RANGE PLANS FOR MAINTAINING THE FACILITY

The York Electrical Institute has initiated a number of routine maintenance activities to keep the campus operating at the current high level of service. These activities include the following plans:

Daily

- Vacuum/mop all office and classroom space.
- Remove all trash from classroom, offices and common areas.
- Clean all restrooms and refresh supplies in these areas.
- Clean student and staff lunch areas and refresh supplies in these areas.
- Remove all trash and used materials from classroom/laboratory space.

Weekly

- Police parking areas for trash and other debris.
- Mop all hallways, restrooms, lunch areas and laboratory space.
- Mow grass and water plants, as required.
- Order cleaning and maintenance supplies, as required.

Monthly

- Clean carpeting in class room and offices.
- Change filters in HVAC and ventilation systems.
- Inspect AED

Annually

- Inspect all smoke detectors and fire extinguishers.
- Schedule maintenance of HVAC and plumbing systems.
- Schedule painting of classrooms and hallways as required.
- Strip and wax hallways and common areas.
- Review all maintenance contracts and solicit new bids as necessary.

PLAN FOR THE OPERATION, MAINTENANCE, AND IMPROVEMENT OF THE PHYSICAL PLANT

Plans for the operation, maintenance and improvement of the campus are contained in the maintenance schedule. A copy of this schedule is attached. Maintenance personnel are under contract with the York Electrical Institute. The maintenance schedule is reviewed annually to ensure compliance with state and local authorities as well as risk management policies and guidelines.

EXISTING PHYSICAL PLANT PROVIDES AN ADEQUATE, SAFE AND CLEAN FACILITY

The campus is supplied with a full complement of electricity, water, sewer, telephone, internet and gas services. They comply with all state and local codes having jurisdiction in planning, zoning, building structures, plumbing, heating and ventilation, electrical services, gas, environmental safety, life safety, and fire safety standards. The fire marshal makes regular inspections of the buildings and grounds to ensure all life safety standards and regulations are being followed.

Routine inspections are conducted by our maintenance personnel. Work orders are created and assigned to vendor contractors as areas needing corrective action are identified and records are kept.

Safety inspections are conducted under the direction of the Director. Evacuation routes are posted in each classroom and laboratory area. Exit location maps are in all training areas in all buildings. The building is protected by sprinkler and smoke alarm systems.

All flammable products such as paint, paint thinners, oils, gas, solvents, and other such materials are contained in non-flammable storage areas. These storage areas are designed and vented for storing flammable products.

In order to provide a safe and orderly instructional environment, ample space is provided for classrooms, laboratories, and shops, that is adequate in square footage, (minimum 75 square feet per person). All areas are well illuminated and ventilated. There is instructor office space for storage, curriculum materials, and student information. The office also provides an area for counseling students when necessary.

The facilities are accessible and convenient for the handicapped. There is a wheelchair accessible entrance. Identifiable handicapped parking spaces have been established that meet or exceed ADA requirements.

All parking lots are limited to 5 miles per hour. Free parking is provided for all faculty, employees, students, and visitors.

The general condition of all facilities in terms of cleanliness, painting, equipment operations, lighting, doors, windows, heating, drinking water, plumbing, and air conditioning is very good. A preventive maintenance program is in place that provides weekly, monthly, quarterly, semi-annual, and annual monitoring and repair of all building equipment. A work order system is in place that provides for emergency, urgent, routine, and deferred corrective maintenance actions. All campus parking areas and sidewalks are kept in good condition. Grounds operations include watering, cutting of grass, weeding, trimming shrubs and hedges, pruning trees, planting flowers, maintaining flower beds, and general cleanup of all roads, sidewalks, grounds areas, and parking lots.

PLAN FOR ASSURING THE HEALTH AND SAFETY OF THE INSTITUTION'S EMPLOYEES, STUDENTS, AND GUESTS

The safety of our students and employees is paramount. All of our educational programs devote a significant part of the curriculum to safety courses. Additionally, we conduct on-going safety training for all of our members after graduation and throughout their working career. While in school, we stress safety in the classrooms and laboratories. There is an accident reporting system and the Director is responsible for investigating all accidents and incidents. We maintain well stocked first aid cabinets and all of the instructors and coordinators are required to maintain a Basic First Aid and OSHA 10 certification or acquire one within one year of beginning instructing. Since the construction industry is one of the most dangerous fields of work, we feel it is essential that we lead by example and make safety job one.

The school has a safety and health plan. The safety obligations are explained to students as part of their orientation. All of the programs require the 30-hour OSHA construction safety class during their apprenticeship. Staff are also informed about safety requirements and are told to report all accidents and incidents. The plan is developed by the Director of Training and is reviewed by the Trustees. All staff and students are welcomed and encouraged to provide feedback for the plan. The school maintains a First Aid cabinet that is fully equipped and fully stocked. A company is contracted to provide the supplies and to make inspections and adjustments on a quarterly basis. An AED is located next to the first-aid kit and is inspected monthly.

FUTURE CHALLENGES AND PROPOSED SOLUTIONS

The campus is in compliance with all required rules and regulations governing occupational education. All grounds and buildings are in excellent condition. The challenges we face are to provide continued quality upkeep and care of existing facilities and to plan for the inevitable future growth of the apprenticeship programs.

It is the goal and commitment of the York Electrical Institute to continue to provide training and development in facilities operations to staff and to provide the tools and equipment necessary for them to do their jobs in a professional and acceptable manner. By making these resources available, we are able to provide a safe, comfortable, and well-maintained working and educational environment for our students, employees, and customers. Follow through with these commitments will prepare us for the future.

SUMMARY

The York Electrical Institute has sound policies and procedures in place to oversee and govern the maintenance of physical assets and resources of the school. Staff are dedicated and committed to working together as a team to ensure an atmosphere that supports and provides a comfortable, safe, and healthy learning environment in all classrooms, labs, shops, and support service areas.

The physical plants and resources of the York Electrical Institute is a source of great pride to all of us. The students are constantly seeing new equipment and come to school in a clean and well-maintained building. We are fortunate to have good relationships with vendors who supply us with new tools and equipment. We strive to keep all of our computer, classroom and shop equipment updated and in good working order. We try to rotate the replacement of these items on a three to five-year cycle as warranted. Each of our faculty can request new equipment during the annual budget cycle and we are able to accommodate these requests within a reasonable time frame. We allocate monies to capital reserves for the maintenance and replacement of physical plant structure and equipment.

**YORK ELECTRICAL INSTITUTE
PHYSICAL PLANT MAINTENANCE SCHEDULE**

ITEM	VENDOR	SCHEDULE
Parking lots and sidewalks		Monthly Cleaning Patching as Needed Repaving every 3 years
Garage Doors		Serviced Yearly
Floors		Swept/mopped daily Buffed Quarterly Stripped and Sealed Annually
Fire Exit Light bulbs and Emergency Lights		Replaced Annually
Classrooms, Offices, Restrooms		Cleaned Daily
Lawn Maintenance and Snow Removal		Lawn-Weekly Snow –as required
Fire Sprinkler System		Annually
Fire Extinguishers		Annually
AED/First-Aid kit		Monthly
Heat and Air Conditioning		Quarterly
Roof Repair and Maintenance		As required
Exterminator		Monthly
Trash Removal		Trash –Weekly Construction Materials – as needed
Air and Duct Cleaning		Annually
Light Fixtures Repair and Replacement		As required
Electrical Systems		As required
Lock Repair and Replacement		As required