Operation & Maintenance of 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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Personnel for Maintenance of the Facilities

Manatee Technical College (MTC) had developed this plan to address the operation, maintenance, and improvement of the physical plant for all campuses.

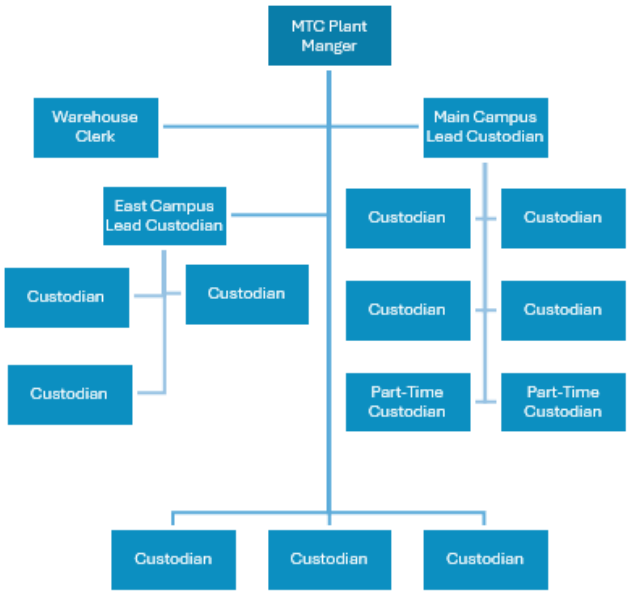
MTC delivers services and instruction at the following locations:

- MTC Main Campus
  6305 State Road 70 East
  Bradenton, FL 34203
- MTC East Campus
  5520 Lakewood Ranch Blvd.
  Bradenton, FL 34211
- Aviation Training Center
  7970 15th Street East, Sarasota, FL 34243

The operation and maintenance of physical facilities are managed through an onsite plant manager. The plant manager 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 the following: professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

Custodians are assigned by the Manatee County School District based on an average of 25,000 square feet per custodian and there is not an allocation for schools that operate beyond the regular hours or host events such as Manatee Technical College.

The chain of command for custodians is shown below:



Daily responsibilities of custodians:

- Assist with the maintenance of a high standard of cleanliness, efficiency, and safety.
- Safe and proper use of custodial equipment and cleaning supplies.
- Act as contact person when maintenance personnel arrive on the site.
- Follow security procedures for the proper opening and the safe closure of building(s).
- Perform cleaning tasks as assigned.
- Perform general maintenance duties.
- Report all safety hazards.
- Maintain accurate records of daily work and time and payroll information.
- Follow safety standards in performing work and report unsafe conditions.
- May be required to work after hours and/or weekends.
- Follow all School Board policies, rules, and regulations.
- Perform other duties as assigned.

Semi-annual or annual responsibilities of custodians:

- Strip and re-wax floors assigned
- Clean carpeting (extraction cleaning)
- Detail clean classrooms
- Pressure wash when needed

Limitations and scope of custodial responsibilities:

- Change light bulbs
- Assist with deliveries and pickup
- Frequently setting up/rearrange Cantrell Hall before and after events
- Evening classes and Saturday classes

Work order procedures:

When a staff member reports a problem and the custodial/warehouse staff determines it is beyond their capability, it is necessary to complete a work order to have the problem repaired. In most cases, the problems are handled by the Maintenance Personnel from the school district. If the problem is beyond the capability of the district, then it is contracted out, but that procedure will be completed by a district coordinator.

For a custodian or other individual to submit work orders, he or she must be properly trained. The School District of Manatee County offers a work order training program. To ensure someone is always available to submit work orders at Manatee Technical College, the following procedures were developed:

STEP 1: Email Plant manager, Lead Custodian, or Warehouse clerk

-If custodial staff cannot fix/repair, a work order will be issued.

STEP 2: Submit Work Order

Custodial/Warehouse Staff

- Plant Manager
- Lead Custodian
- Warehouse clerk

Alternative (Use when Custodial Staff listed above is not on duty)

- Front Desk/Receptionist
- For emergency work orders after hours or on weekends contact School Board security at (941) 713-5490

Work order Information

- State problem completely
- Specific location and brief description of problem (ex: South door not closing properly in room #2006)
- Point of Contact and Phone number

Notes:

Custodial and Warehouse staff coordinate absences to have a person that is trained to submit work orders at all times.

All custodians and the warehouse clerk are hired using the Recruiter online system. If an employee leaves through retirement, transfer, or termination, a position is advertised through a job posting. On Main Campus the Plant Manager interviews prospective candidates. On East Campus, the head custodian interviews prospective candidates. The School District of Manatee County is an Equal Opportunity Employer. There is an opportunity for a current employee to transfer through the internal employee transfer process or job postings. The district requires potential employees to list references, have a drug test, and be fingerprinted. An additional requirement for new applicants requires them to have a GED or High school diploma. If they do not have one, they must be willing to obtain one within six months of hiring. Custodians and the warehouse clerk are on a one-year probation period and can be terminated within that period. Warehouse and Custodial staff are under the AFSCME (American Federation of State, County and Municipal Employees) contract with the School District of Manatee County.

The Custodians and the warehouse clerk are evaluated annually on a district approved form.

Responsibilities of Instructional Staff for Labs:

Each instructor is responsible for cleanliness and safety of the program laboratory. The students are taught the proper and effective ways to organize, clean, and maintain a work area. One important aspect is the appropriate care of all power tools and equipment.

Equipment and Supplies

Equipment for Facilities:

Maintenance equipment is requested through a purchase requisition. It must be approved by the appropriate Assistant Director , the Business Manager, and the Director. While a total of five percent of tuition funding is set aside for these purchases, those funds are limited. Every attempt is made to keep all equipment effectively functioning for as long as possible before it is replaced.

The Manatee School District, which has limited repair funds, is supportive with respect to maintenance on items like Golf Carts. Due to financial limitations, equipment is repaired as much as is feasible before it is replaced.

Equipment for Programs:

Manatee Technical College uses a Five-Year Replacement Plan for equipment for the technical programs. Original equipment and replacement are obtained through several sources. If a program is grant funded, the initial outlay is usually covered by the grant. A typical example would be Diesel Systems Technician 1, which started during the 2022-23 school year. Manatee Technical College received a grant from the Florida Department of Education to start this program. It was initially funded with $436,000 for instructor, equipment, supplies, promotion, and student placement counseling hours. The district also requires three bids when a project is over $50,000.

A number of technical programs have been started with equipment purchased with Perkins Funds or other grants. Both original and replacement equipment has been purchased in this manner. The Adult, Career and Technical Education (ACT) Department at the District Office is instrumental in assisting with funding, both for new projects and equipment urgently needed.

It is planned to replace equipment on a five-year cycle. There are many variables for this, funding limitations, closing programs, or assistance from industry donations. Manatee Technical College traditionally checks with the district surplus operations to see if equipment is available from another school which can be adapted for our use at no charge.

Supplies for Maintenance of Facility:

The supplies for cleaning, maintaining and improving the campus are necessary for maintaining a high level of cleanliness. These supplies are requested by each campus on an as needed basis. Some products are stored for later use while others are ordered when needed. All cleaning supplies are approved by the School Board of Manatee County Risk Management. A small portion of tuition dollars are used for purchasing these supplies. The Plant Manager for Manatee Technical College meets with the District Custodial Supervisor (when requested by the Custodial Supervisor for the District) for any updates on custodial supplies.

Budget for Facility Maintenance and Improvement Budget for Facility Maintenance and Improvement is provided by support/funding through the School District of Manatee County, contracted vendors, and Manatee Technical College. Scheduled preventative maintenance includes fire alarm, fire evacuation systems, fire extinguishers, security system, sprinkler system, locking systems, heating and AC systems, and related equipment.

Industry life cycle is reviewed for our location in South Florida and environment often shortens the life cycle or replacement particularly as you get closer to the coast.

In many cases annual inspections are performed on major building systems such as roofs and chillers to determine how well they are performing and planning for maintenance/replacement budgets.

For example:

Chillers – air cooled - 10 years

Chillers – centrifugal and cooling towers - 10+ years

Single ply roofs – 20 years

Metal roof – 30+ years

Paint – 10 years

Flooring- 10 years

Compliance with Relevant State Laws, Federal Codes, and Procedures

Relevant State Law

Florida Statute 1013.35 defines the legal and statutory requirements for operating and maintaining school and community college facilities throughout the state. As part of the five-year requirement for a district facility's work program, this legislation further establishes the authority of local school boards and the State Board of Community Colleges to spend public funds "…to adequately provide for the maintenance of the educational plant and ancillary facilities."

Section 5(1) of the Florida State Requirements for Educational Facilities mandates that local school boards and community colleges establish "… policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health of its occupants". Relative to this requirement, these rules also establish a number of general criteria for a variety of maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

Further, all Manatee County School facilities will be built and will follow the Florida building code and Occupational Safety and Health Standards (OSHA).

The fire alarm is tested monthly using fire drills with the faculty, staff, and students participating in evacuations, dangerous weather movement, lockdowns, and other drills. Fire Extinguishers are inspected by All Florida Equipment Company Inc. (hired by the School District to do so) and are professionally refilled, recharged, or replaced in accordance with Florida law by a fire safety professional. Manatee Technical College has a few spare fire extinguishers to use when a replacement is needed. A work order to the district Matzke personnel will follow.

Applicable Federal Codes and Procedures

The following list of code sections are deemed relevant to the normal operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current when these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

National Fire Protection Association (NFPA)

1) 10 Portable Extinguishers
2) 11 Foam Ext. Systems
3) 12 Carbon Dioxide Systems
4) 13 Sprinkler Systems
5) 13A Sprinkler Maintenance
6) 13E Sprinkler Prop., F. D. Operations
7) 14 Standpipe, Hose Systems
8) 20 Centrifugal Fire Pumps
9) 24 Private Fire Service Mains
10) 30A Automotive and Marine Service Station Code
11) 31 Oil Burning Equipment
12) 37 Combustion Engines
13) 40 Motion Picture Film
14) 45 Labs Using Chemicals1
15) 46 Forest Products, Storage
16) 50 Bulk Oxygen Systems
17) 51 Welding and Cutting
18) 51B Welding Processes
19) 52 CNG Vehicular Fuel Systems
20) 54 National Fuel Gas Code
21) 56F Nonflammable Medical Gases
22) 56HM Home Respiratory Therapy
23) 58 LP–Gas Storage Use
24) 59 HP-Gas, Utility Plants
25) 59A LN-Gas, Storage, Handling
26) 70 National Electrical Code
27) 70B Electrical Equipment Maintenance
28) 70E Employee Electrical Safety

29) 71 Central Station Sig.
30) 72A Local Protect. System
31) 72B Auxiliary Sig. System
32) 72C Remote Station System
33) 72D Proprietary Stg. System
34) 72E Auto. Fire Detectors
35) 72F Emergency Voice/Alarm Comm. Systems
36) 75 Electronic Computer System
37) 78 Lightning Protection System
38) 79 Electrical Standards for Industrial Machinery
39) 80 Fire Doors, Windows
40) 85A Single Burner Boiler-Furnaces
41) 85B Gas Multi-burner Boiler
42) 85D Oil Multi-burner Boiler
43) 86 Ovens and Furnaces
44) 88A Parking Structures
45) 88B Repair Garages
46) 90A Air Conditioning Systems
47) 90B Warm Air Heating, Air Conditioning
48) 91 Blower and Exhaust System
49) 96 Vapor Removal Cooking Equipment
50) 97M Heating Terms, Glossary
51) 99 Health Care Facilities
52) 101 Life Safety Code
53) 110 Emergency and Standby Power System
54) 171 Public Fire Safety Symbols
55) 172 Fire Safety Symbols for Architectural and Engineering Drawings
56) 203M Roof Coverings
57) 204M Smoke, Heat Venting
58) 231C Rack Storage of Materials
59) 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
60) 253 Flooring Radiant Panel Test
61) 664 Wood Processing, Woodworking
62) 901 Uniform Coding for F. P.
63) 910 Libraries and Library Collections
64) 911 Museums and Museum Collection
65) Others as they may apply.

Standard Building Codes

A. Standard Mechanical Code
B. Standard Gas Code
C. Elevator Safety Code

Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

Part 1910 – Occupational Safety and Health Standards
- Subpart A – General
  - 1910.1 Purpose and scope
  - 1910.2 Definitions
  - 1910.3 Amendments to this part
  - 1910.5 Applicability of standards
- Subpart B – Adoption and Extension of Established Federal Standards
  - 1910.11 Scope and purpose
  - 1910.12 Construction work
  - 1910.19 Special provisions for air contaminants
- Subpart D – Walking - Working Surfaces
  - 1910.19 Manually propelled mobile ladder stands and scaffolds
  - 1910.21 Definitions
  - 1910.22 General requirements
  - 1910.23 Guarding floor and wall openings
  - 1910.24 Fixed industrial stairs
  - 1910.25 Portable wooden ladders
- Subpart E – Means of Egress
  - 1010.35 Definitions
  - 1910.36 General requirements
  - 1910.37 Means of egress, general
  - 1910.38 Employee emergency plans and fi re prevention plans
- Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
  - 1910.66 Powered platforms for building maintenance
  - 1910.67 Vehicle-mounted elevating and rotating work platforms
  - 1910.68 Manlifts
- Subpart G - Occupational Health and Environmental Control
  - 1910.94 Ventilation
  - 1910.95 Occupational noise exposure
- Subpart H – Hazardous materials
  - 1910.101 Compressed gasses (general requirements)
  - 1910.102 Acetylene
  - 1910.103 Hydrogen
  - 1910.104 Oxygen
  - 1910.105 Nitrous oxide
  - 1910.106 Flammable and combustible liquids
  - 1910.107 Spray finishing using flammable and combustible materials
  - 1910.119 Process safety management of highly hazardous chemicals
  - 1910.120 Hazardous waste operations and emergency response
- Subpart I – Personal Protective Equipment
  - 1910.132 General requirements
  - 1910.133 Eye and face protection
  - 1910.134 Respiratory protection
  - 1910.135 Head protection
  - 1910.136 Foot protection

1910.137 Electrical protective devices
1910.138 Hand protection

Subpart J – General Environmental Controls
1910.141 Sanitation
1910.144 Safety color code for marking physical hazards
1910.145 Specifications for accident prevention signs and tags
1910.146 Permit required confined spaces

Subpart K - Medical and First Aid
1910.151 Medical services and first aid

Subpart L – Fire Protection
1910.154 Scope, application, and definitions
1910.157 Portable fi re extinguishers
1910.158 Standpipe and hose systems
1910.159 Automatic sprinkler systems
1910.160 Fixed extinguishing systems, general
1910.161 Fixed extinguishing systems, dry chemical
1910.162 Fixed extinguishing systems, gaseous agent1910.26 Portable metal ladders
1910.163 Fixed extinguishing systems, water spray and foam
1910.164 Fire detection systems
1910.165 Employee alarm systems

Subpart M – Compressed Gas and Compressed Air Equipment
1910.169 Air receivers

Subpart N – Materials Handling and Storage
1910.176 Handling material – general
1910.177 Servicing multi-piece and single piece rim wheels
1910.178 Powered industrial trucks
1910.184 Slings

Subpart O – Machinery and Machine Guarding
1910.211 Definitions
1910.212 General requirements for all machines
1910.213 Woodworking machinery requirements
1910.215 Abrasive wheel machinery

Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment
1910.241 Definitions
1910.242 Hand and portable powered tools and equipment
1910.243 Guarding of portable powered tools
1910.244 Other portable powered tools and equipment

Subpart Q – Welding, Cutting and Brazing
1910.251 Definitions
1910.252 General requirements
1910.253 Oxygen-fuel gas welding and cutting
1910.254 Arc welding and cutting

Subpart S – Electrical
1910.301 Introduction
1910.302 Electric utilization systems
1910.303 General requirements

1910.304 Wiring design and protection
1910.305 Wiring methods, components, and equipment for general use
1910.306 Specific purpose equipment installations
1910.307 Hazardous locations
1910.308 Special systems
1910.331 Safety-related work practices – scope
1910.332 Training
1910.333 Selection and use of work practices
1910.334 Use of equipment
1910.335 Safeguards for personal protection
1910.399 Definitions

Subpart Z – Toxic and Hazardous Substances
1910.1001 Air contaminants
1910.1001 Asbestos
1910.1020 Access to employee exposure and medical records
1910.1030 Blood borne pathogens
1910.1200 Hazard communication
1910.1201 Retention of DOT markings, placards, and labels
1910.1450 Occupational exposure to hazardous chemicals in laboratories

Part 1926 – Safety and Health Regulations for Construction

Subpart A - General
1926.1 Purpose and scope
1926.2 Variances from safety and health standards
1926.3 Inspections – right of entry
1926.4 Rules of practice for administrative adjudications for enforcement of safety and health standards

Subpart B – General Interpretations
1926.10 Scope of subpart
1926.16 Rules of construction

Subpart C – General Safety and Health Provisions
1926.20 General safety and health provisions
1926.21 Safety training and education
1926.22 Recording and reporting injuries
1926.23 First aid and medical attention
1926.24 Fire protection and prevention
1926.25 Housekeeping
1926.26 Illumination
1926.27 Sanitation
1926.28 Personal protective equipment
1926.29 Acceptable certifications
1926.32 Definitions
1926.33 Access to employee exposure and medical records
1926.34 Means of egress
1926.35 Employee emergency action plans

Subpart D - Occupational Health and Environmental Controls

1926.50 Medical services and first aid
1926.51 Sanitation
1926.52 Occupational noise exposure
1926.55 Gases, vapors, fumes, dusts, and mists
1926.56 Illumination
1926.57 Ventilation
1926.59 Hazard communication
1926.61 Retention of DOT markings, placards, and labels
1926.62 Lead
1926.64 Process safety management of highly hazardous chemicals
1926.65 Hazardous waste operations and emergency response
1926.66 Criteria for design and construction of spray booths

Subpart E – Personal Protective and Life Safety Equipment

1926.95 Criteria for personal protective equipment
1926.96 Occupational foot protection
1926.100 Head protection
1926.101 Hearing protection
1926.102 Eye and face protection
1926.103 Respiratory protection
1926.104 Safety belts, lifelines, and lanyards
1926.105 Safety nets
1926.106 Working over or near water
1926.107 Definitions applicable to this subpart

Subpart F – Fire Protection and Prevention

1926.150 Fire protection
1926.151 Fire prevention
1926.152 Flammable and combustible liquids
1926.153 Liquefied petroleum gas (LP gas)
1926.154 Temporary heating devices
1926.155 Definitions applicable to this subpart
1926.156 Fixed extinguishing systems, general
1926.157 Fixed extinguishing systems, gaseous agent
1926.158 Fire detection systems
1926.159 Employee alarm systems

Subpart G – Signs, Signals and Barricades

1926.200 Accident prevention signs and tags
1926.201 Signaling
1926.202 Barricades
1926.203 Definitions applicable to this subpart.

Subpart H – Materials Handling, Storage, Use and Disposal

1926.250 General requirements for storage
1926.251 Rigging equipment for materials handling
1926.252 Disposal of waste materials
232 Florida Center for Community Design + Research

Subpart I – Tools – Hand and Power

1926.300 General requirements

1926.301 Hand tools
1926.302 Power operated hand tools
1926.303 Abrasive wheels and tools
1926.304 Woodworking tools
1926.305 Jacks – lever and ratchet, screw and hydraulic
1926.306 Air receivers
1926.307 Mechanical power-transmission apparatus

Subpart J – Welding and Cutting
1926.350 Gas welding and cutting
1926.351 Arc welding and cutting
1926.352 Fire prevention
1926.353 Ventilation and protection in welding, cutting, heating

Subpart K – Electrical
1926.400 Introduction
1926.402 Applicability
1926.403 General requirements
1926.404 Wiring design and protection
1926.405 Wiring methods, components, and equipment for general use
1926.406 Specific purpose equipment and installations
1926.407 Hazardous (classified) locations
1926.408 Special systems
1926.416 General requirements
1926.417 Lockout and tagging of circuits
1926.431 Maintenance of equipment
1926.432 Environmental deterioration of equipment
1926.441 Battery locations and battery charging
1926.449 Definitions applicable to this subpart

Subpart L – Scaffolds
1926.450 Scope, application, and definitions applicable to this subpart
1926.451 General requirements
1926.452 Additional requirements applicable to specific types of scaffolds
1926.453 Aerial lifts
1926.454 Training requirements
Appendix A, B, C, D, & E to Subpart L

Subpart M – Fall Protection
1926.500 Scope, application, and definitions applicable to this subpart
1926.501 Duty to have fall protection
1926.502 Fall protection systems criteria and practices
1926.503 Training requirements
Appendix A, B, C, D, & E to Subpart M

Subpart N – Cranes, Derricks, Hoists, Elevators and Conveyors
1926.550 Cranes and derricks
1926.552 Material hoists, personnel hoists, and elevators
1926.554 Overhead hoists
1926.555 Conveyors

Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations

1926.600 Equipment
1926.601 Motor vehicles
1926.602 Material handling equipment
1926.604 Site clearing
1926.606 Definitions applicable to this subpart

Subpart P – Excavations
1926.650 Scope, application, and definitions applicable to this subpart
1926.651 Specific excavation requirements
1926.652 Requirements for protective systems

Subpart Q – Concrete and Masonry Construction
1926.700 Scope, application, and definitions applicable to this subpart
1926.701 General requirements
1926.702 Requirements for equipment and tools
1926.703 Requirements for cast-in-place concrete
1926.704 Requirements for pre-cast concrete
1926.706 requirements of masonry construction

Subpart R – Steel Erection
1926.750 Flooring requirements
1926.751 Structural steel assembly
1926.752 Bolting, riveting, fitting-up and plumbing-up
1926.753 Safety nets

Subpart T – Demolition
1926.850 Preparatory operations
1926.851 Stairs, passageways, and ladders
1926.852 Chutes
1926.853 Removal of materials through floor openings
1926.854 Removal of walls, masonry sections and chimneys
1926.855 Manual removal of floors
1926.856 Removal of walls, floors, and material with equipment
1926.857 Storage
1926.858 Removal of steel construction
1926.859 Mechanical demolition

Subpart V – Power Transmission and Distribution
1926.950 General requirements
1926.951 Tools and protective equipment
1926.952 Mechanical equipment
1926.953 Materials handling
1926.954 Grounding for protection of employees
1926.955 Overhead lines
1926.956 Underground lines
1926.957 Construction in energized substations
1926.959 Lineman's body belts, safety straps and lanyards
1926.960 Definitions applicable to this subpart

Subpart X – Stairways and Ladders
1926.1050 Scope, application, and definitions applicable to this subpart
1926.1051 General requirements

1926.1052 Stairways
1926.1053 Ladders
1926.1060 Training requirements
Subpart Z – Toxic and Hazardous Substances
1926.1101 Asbestos
1926.1102 Coal tar pitch volatiles; interpretation of term
1926.1103 13 Carcinogens

Evaluation & Revision

MTC's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections.

This written plan is reviewed annually by MTC's School Advisory Council (SAC), MTC Board of Governors and the MTC staff and administration and Manatee County Staff.

Reviewed and Approved by Board of Governors – 01.26.2017
Reviewed and Approved by Board of Governors – 01.25.2018
Reviewed and Approved by Board of Governors – 01.31.2019
Reviewed and Approved by Board of Governors – 01.23.2020
Reviewed and Approved by Board of Governors – 01.21.2021
Reviewed and Approved by Board of Governors – 01.27.2022
Reviewed and Approved by Board of Governors – 01.26.2023
Reviewed and Approved by Board of Governors – 01.18.2024
Reviewed and Approved by Board of Governors – 11.06.2024
Reviewed and Approved by Board of Governors – 10.16.2025
Reviewed and Approved by Board of Governors – 11.04.2026