

Plan for Ongoing Operation and Maintenance of all Physical Facilities and Technical Infrastructure



Physical Resources and Technical Infrastructure

Person Responsible for Plan: Director of

Physical Facilities

Revised: 06/12/2024

Purpose:

Okaloosa Technical College (OTC) will adhere to the following written plan for the current and ongoing operation and Maintenance of all physical facilities and technical infrastructure. This plan will be essential for the operation of the institution and the achievement of the objectives for each program offered. In addition, this plan will address the current and ongoing operations, maintenance, and improvements of the physical facilities and technical infrastructure, including providing a safe, clean, secure, comfortable, and stimulating learning environment for our students, faculty, employees, visitors, and the community we serve.

.. It must be pointed out that OTC is not an independent institution and relies on the Okaloosa County School Board for many of our operations and maintenance needs.

Authority:

Campus Director/Director of Physical Facilities

Distance Education Infrastructure: Not applicable

Procedures:

Communication for Physical Facilities and IT Infrastructure:

1. Any faculty or staff member needing or identifying an improvement, repair, maintenance, or remodeling of the physical resources shall send such request to Mr. Huerkamp via email at huerkamps@okaloosaschools.com . He will then create a work order in FOCUS, which will automatically forward a request to the maintenance department. NOTE: FOCUS is used to create and track requests to maintenance to ensure that each work order is

completed in a timely fashion. If Mr. Huerkamp is not available, please see Mr. Williams.

2. Any faculty or staff member needing or identifying an improvement, repair, or problem with the IT infrastructure or equipment should call 897-2966. Our IT vendor will create a ticket immediately and your problem will be addressed within 24 hours. All emergency IT needs or unusual requests shall be communicated to the Director of Physical Facilities.
3. The Director of Physical Facilities is responsible for this plan and will manage and delegate responsibilities to in-house staff or use independent contractors and service companies to implement plan.
4. The Approved Vendor List (AVL) will be used to implement this plan.
5. Planning is to provide a safe, clean, secure, comfortable, and stimulating environment for our students and staff through a continuing process of professional planning, effective communication, and efficient delivery of career education and services that is aligned with OTC's mission.
6. The strategic plan of the institution is an integral part of this plan as it may include new construction, renovations, improvements, and remodeling of the physical facilities and capital improvements.
7. To assure that the physical resources provide for the protection of the health and safety of students, faculty, administrative staff, and visitors all safety-related information and policies and procedures have been uploaded in the Institution's consumer information of our website.
8. Safety Checklist of classrooms/labs should be done at least annually.
9. Safety Checklist of facility/buildings should be done at least annually.
10. Custodial Staff: The custodial services are under the direction of the Okaloosa County School Board. All issues relating to our custodial staff should be addressed to the Director of Physical Facilities.
11. Maintenance Personnel: The maintenance of the campus is under the direction of the Okaloosa County School Board and its maintenance department. We do not employ any maintenance personnel directly.
12. Major Repairs and Renovations: A project list is to be maintained and its priority shall be approved by the Campus Director. OTC will require outside companies to bid on these projects and the Director of Physical Facilities shall approve each company on a per project basis.

13. Equipment (Includes Instructional Equipment): The Director of Physical Facilities is responsible for ensuring that all equipment is maintained properly in a timely fashion and readily available to operate the campus and not cause disruption of educational services, especially, but not limited to, the air conditioning system, the lighting system, the electrical system, fire prevention system, and plumbing system.

14. Supplies (Includes Instructional Equipment): The Director of Physical Facilities is responsible for ensuring that all supplies are readily available to operate the campus and not cause disruption of educational services, especially, but not limited to, the cleaning supplies, office supplies, and general supplies. NOTE: The School District will provide most of these supplies.

15. Furniture: The Director of Physical Facilities is responsible for ensuring that all instructional furniture is in good working order, safe to use, and readily available to operate the campus and not cause disruption of educational services, especially, but not limited to, chairs, desks, student chairs, student desks, and shelves.

16. Floors and Ceiling: The Director of Physical Facilities is responsible for ensuring that all floors and ceilings are safe to use and readily available to operate the campus and not cause disruption of educational services, especially, but not limited to, heavily traffic areas, rugs, and building outside areas.

17. Fire Safety: The Director of Physical Facilities is responsible for ensuring that all buildings, which are occupied based on a Certificate of Occupancy for the local municipality and include an inspection by the Fire Department, have an adequate number of fire extinguishers that are inspected regularly and documented on the tag attached to each unit. The Director of Physical Facilities shall welcome and fire inspections visits each year.

18. Grounds Maintenance: The Director of Physical Facilities is responsible for ensuring that the grounds are safe, beautiful and attractive. A landscaper shall be contracted to maintain the grounds in these conditions.

19. Safety Crosswalk: The Director of Physical Facilities is responsible for ensuring that the crosswalk signage is visible and its pathway is safe and unobstructed.

20. Safety Equipment, Materials, Supplies (Includes Instructional Equipment): The Director of Physical Facilities is responsible for ensuring that all instructional equipment, materials, and supplies meet appropriate and required safety standards and are readily available to those who may need them (including faculty and students) to operate the campus and not cause disruption to the educational services, especially, but not limited to, goggles, gloves, safety signage, etc.).

21. Local/State/Federal Requirements: The Director of Physical Facilities is responsible for assuring the operation and maintenance addresses and meets relevant state or local laws such as fire extinguisher service, state inspections, etc., in a timely fashion and not cause disruption of educational services, especially, but not limited to:

- Fire prevention equipment
- Fire extinguishers
- Fire evacuation routes
- Smoke detectors
- MSDS Sheets (if applicable)
- State/County/City inspections/requirements
- American with Disabilities Act (ADA) requirements
- Disposing of shredded papers with sensitive data

22. Routine Maintenance: The Director of Physical Facility is responsible for ensuring that the physical facilities are continuously maintained and improved by way of conducting all necessary routine maintenance, services, repairs, and purchases are being adequately implemented or addressed, including, but not limited to, the following:

- Clean outside windows
- Check/change air conditioning filters
- Check/change light bulbs
- Painting services
- Rug cleaning services
- Restaurant Equipment
- Proper signage within buildings
- Exterminator services
- Parking space cleaning
- Hurricane shutters maintenance services
- Copier/Computer services
- Computer equipment services

23. Budget Project numbers used: 2011, 2016, 2909, 5099, 5110, 5909, and 6035

TECHNICAL INFRASTRUCTURE:

The Okaloosa County School board has contracted an outside IT vendor, Titan, to act as the IT management service contractor OTC. Titan is responsible for all maintenance and security of the institution's servers, networks, and technical infrastructure, including the technology used by the institution to deliver its educational services to students. An important part of our vendor's responsibilities is to ensure that OTC's technical infrastructure, including wi-fi access, provides for the reliable accessibility and backup (inhouse and cloud solution) of data contained in servers. OTC relies on Titan to provide all IT services to the institution, Including assurance of data backup solutions both cloud and physical server. Titan provides

full IT managed services and support to our institution, while also providing a range of services to keep OTC's computer systems running securely, smoothly, and productive. The following are the primary managed services provided by Titan:

- Administrator: Domain Control (Manages all servers)
- Network Security: Disaster Recovery
- Users: Permission spreadsheet
- Cloud
- IT P & A Documentation
- Diagram - Server Room (6 servers)
- Backup
- Ticket System
- Inventory
- Remote Desktop
- All campus buildings
- Email security policies (Microsoft)
- Software licenses
- Non-assigned emails
- Printers
- IT infrastructure management
- Network Security Management (Firewalls, Security, Policies, etc.)
- Email security
- Overall network security
- Bank-up solution to all FEJ data (Cloud and on the ground)
- Server management and maintenance (see diagram)
- Project and strategic planning for IT
- Technician visits
- Server permissions authority (for employees)
- Remote support
- Network cabling Page
- Server room/datacenter maintenance
- Network management reporting
- System Inventory reporting
- Service and maintain all IT equipment
- Internet service provider management
- Computer lab/tablet cart maintenance
- Internet service availability
- Manage, secure, and maintain all servers
- Computer Job service and maintenance
- Antivirus service
- WIFI service
- Security of data
- VoIP Telephone System

The Camera System OTC uses is also outsourced (Currently bidding contract). This vendor is selected by the School District and provides camera service

maintenance, repairs, and support to our institution. Network Passwords Policy Administrative network passwords are also provided by Telaforce. Website and Hosting OTC uses the company The NET Group Online as its webmaster for changes, revisions, and management (including hosting) of OTC's website.

Emergency Needs: All physical resources and/or equipment and supplies needing maintenance and improvement of an emergency nature must be reported immediately and personally to the Director of Physical Facilities and follow the purchasing policy.

Evaluation:

An annual evaluation of this plan shall be conducted in our:

- Annual Faculty and Staff Meetings
- Institutional Advisory Committees
- Annual Administrative Meeting

Feedback:

Feedback from evaluations will be used to maintain and improve this plan. All Feedback from evaluations (including from other sources) will be taken into consideration.

THIS PLAN IS AVAILABLE IN THE STUDENT AND CAREER SERVICES OFFICE TO EMPLOYEES AND STUDENTS AT ANY TIME. EMPLOYEES CAN ACCESS THIS PLAN ON THE TEAMS DRIVE.

Policy for Personnel;
All Employees