

Operation, Maintenance, and Improvement of the Physical Plant

The Tri-County Regional Vocational Technical School District will operate, maintain, and improve all school facilities at the highest level possible in order to support the mission and goals of the school district. The Superintendent has overall authority of school operations. The Superintendent is charged with developing a District Improvement Plan to be approved by the District School Committee in conjunction with the administrative staff that includes plans to operate, maintain and improve the school facility

1. Personnel

- a. The Facilities Director is responsible for the overall operation and maintenance of the facility and grounds including safety and security
- b. The Facilities Director is responsible for making recommendations to the Superintendent regarding all facility and maintenance staffing
- c. Routine maintenance, building security and special projects come under the direction of the Facilities Director
- d. The appropriate facility and maintenance staff members are scheduled to maintain the building and grounds on a regular basis. Schedules are developed to maximize resources without impacting the educational mission of the school

2. Equipment and Supplies

- a. The Facilities Director is responsible for the acquisition and maintenance of equipment required for the proper operation of the facility and for the acquisition, storage, and use of supplies required for the proper maintenance of the facility

3. State Law and Federal Codes

- a. The school district complies with all federal, state, and local laws and regulations regarding the safe operation of a public school facility
- b. The school district in cooperation with federal, state, and local authorities complies with all school-wide safety inspection regulations and laws
- c. The Facilities Director works with internal and external sources in properly securing all needed permits and licenses
- d. The Facilities Director works in cooperation with local, state, and federal authorities regarding school inspections and annual reporting requirements

- e. The school district complies with all local, state, and federal laws and regulations regarding improvements to the school

4. Procedures

- a. MSDS information sheets are updated as new products arrive or as products change. MSDS Information sheets are available from the Facilities Director. Online availability of MSDS information is under development.
- b. The Facilities Director coordinates with the Professional Development Team to provide “*Right to Know*” training for all staff.
- c. Facility and maintenance staff receive safety training on all new equipment, tools, and chemicals
- d. Facility and maintenance staff wear appropriate safety equipment and attire while working
- e. The Superintendent, in cooperation with the District School Committee, develops the appropriate committees (*as needed*) to plan, process, and approve school improvements
- f. The school district uses internal and external resources to plan, review, revise, and implement school improvements
- g. The administration, faculty, staff, students, program advisory committees, and community members have input on school improvements

5. Funding

- a. The school district annually budgets adequate funds to properly operate the school facility
- b. The school district holds E & D funding up to but not exceeding statutory limits in reserve to address unforeseen major facility needs
- c. The school district partners with outside sources in order to maximize internal and external resources
- d. A district wide budget is developed and approved annually for the purchase of supplies, equipment, and services to properly maintain all school facilities
- e. The school district annually funds school improvements as a component of the budgeting process

6. Communication

- a. School improvement plans are communicated by the Superintendent and/or members of the administrative team to students, staff, and members of the district communities
- b. The school district follows and complies with the Tri-County Regional Vocational School District Agreement and with all regulations regarding informing and seeking approval of the member communities regarding school improvements.

7. Evaluation

- a. The District Improvement Plan is reviewed and updated annually to address both short range and long range improvements to school facilities
- b. On an annual basis, the District Business Manager reviews insurance needs and requirements in order to properly insure all entities of the school district
- c. The school district reviews and updates all interior and exterior pattern flows based on building design, repair, modification, or new construction to ensure the safety of all students, staff, and guests
- d. The Adult Education Director provides feedback to the Facilities Director regarding the general maintenance of the building as it impacts programs operated by the Adult Education department.