



TOOELE TECHNICAL COLLEGE

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

2022-2023

PURPOSE

This plan is to provide for the ongoing operation and maintenance of the Tooele Technical College building, equipment, and technical infrastructure in a manner that supports the mission of the College and provides adequate, safe, and clean facilities with appropriate supporting systems for classrooms, labs, shops, offices, rest rooms, lounges, meeting rooms and parking areas.

PERSONNEL, ROLES, AND RESPONSIBILITIES

President

The College President has overall responsibility to see that the physical facilities and technical infrastructure are properly maintained. The President is responsible to see that physical facilities and technical infrastructure are evaluated components in the strategic plan and that adequate budget resources are available to meet the needs of the College.

Vice President of Finance and Operations

The Vice President of Finance and Operation provides oversight and supervisory functions for the College physical facilities and technical infrastructure.

Facilities Director

Reports directly to the Vice President of Finance and Operations. The Facilities Director is responsible for the proper care, cleaning and maintenance of the College Campus through planning, organizing, directing, coordinating and performing the necessary operations to maintain a quality and safe environment. Responsible for all aspects of maintenance for the facility, systems and grounds. Performs a variety of skilled and semi-skilled duties ranging from highly skilled mechanical duties to unskilled laboring tasks. Responsible for the supervision of maintenance and custodial employees. Chair of the College Safety Committee and Emergency Management Committee.

Head Custodian Groundskeeper

Responsible for maintaining a professional looking building and grounds. The Head Custodian performs a variety of skilled and semi-skilled custodial and maintenance duties ranging from operating equipment to unskilled laboring tasks such as but not limited to: changing HVAC filters, setup and take down for events, mowing and maintaining grounds, operating forklift, floor equipment, painting, ceiling repairs and other maintenance duties as assigned. The Head Custodian assists the facility manager with the supervising and scheduling custodial staff.

Custodian

The Custodian is responsible for the proper care and cleaning of the College through planning, organizing, coordinating and performing the necessary operations to maintain a clean and safe

environment. The individual will performs a variety of skilled and semi-skilled duties ranging from operating equipment to unskilled laboring tasks.

Director of Information Technology

Responsible to plan, coordinate, and direct all IT-related activities at the college. Determine the information technology goals of the college and implement systems to meet those goals. Coordinates all functions of the Information Systems/Technology Department, including Information System security and disaster recovery. Oversee and manage all hardware and software purchases and installations.

Lead Instructors

Lead instructors are the primary point of contact for equipment in the instructional programs.

EQUIPMENT AND SUPPLIES

The Lead Instructor for each instructional program is responsible for maintaining the equipment and supplies located in its instructional program. This includes requesting procurement and maintaining equipment and supplies as appropriate. Each instructional program determines the most effective means to maintain equipment which may include annual maintenance contracts, procuring services as needed, or performing the maintenance themselves.

The Facilities Director is responsible to ensure that all College property including facility, equipment and grounds are kept safe and secure for students, staff, and guests. The Director coordinates the necessary maintenance and improvement of building systems and functions, and procures and maintains safety supplies.

Facility Director responds to day-to-day facility and equipment maintenance and repair requests. For requests that require advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to complete the project with oversight from the Facilities Director.

The College uses a web-based Computerized Maintenance Management System (CMMS) that employees use to submit work orders to the Facilities Director. When requests are emailed, the Facility Director assigns the appropriate maintenance personnel to respond to the request, and the requestor is sent an email updating them of the status of their request.

The Director of Information Technology maintains equipment and supplies required for the technology infrastructure of the College. The Director coordinates the work of contractors as needed to maintain the Information Technology systems. College IT staff members respond to day-to-day technical needs as well as replacement and repair requests. Requests are prioritized and addressed as available resources allow. Most critical systems, such as servers and infrastructure have alerting systems in place to send a notice when critical thresholds are reached, so the problem can be resolved before causing business disruption.

RELEVANT STATE LAW AND APPLICABLE FEDERAL CODES AND PROCEDURES

The Tooele Technical College follows the State of Utah, Division of Facilities and Construction Management (DFCM) standards for all preventative maintenance procedures. The DFCM conducts periodic audits to make sure the State standards are met.

Instructors are responsible for inspecting instructional equipment and supplies meet the safety standards in accordance with manufacturer requirements, codes, laws, and regulations and are fit for their intended use.

The Facilities Director coordinates with appropriate staff to ensure compliance with all applicable Federal, State and local laws pertaining to campus risk management, safety, security, and emergency operations.

Qualified licensed contractors will be used for building systems and electrical systems to ensure compliance with Federal and State code and procedures.

The Director of Information Technology will assure compliance with software licensing, and Information Technology laws.

AVAILABILITY OF THIS PLAN

This plan is available to employees and students on the College website.

ANNUAL EVALUATION AND REVIEW

This plan will be reviewed by Administration, Faculty, and Staff annually. This plan will be revised and updated as needed.

Evaluated	Revised
7/13/22	7/13/22
08/03/2021	08/03/2021
08/15/2020	08/15/2020
03/13/2019	03/13/2019
05/17/2018	
07/27/2017	
03/28/2016	03/28/2016