



# **Facilities & Campus Improvement Plan 2023-2024**

Updated April 2022

Dr. Ericka Caldwell-Clinch, Principal

Mr. Scott Parker, Vice Principal

Mr. Modesto Gutierrez, Assistant Principal

Mr. Phaion Hicks, Assistant Principal

## Vision

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

## Mission

The mission of South Dade Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

### Vision

We are committed to providing quality educational programs and services for adult learners.

### Mission

Our Mission is to guide and prepare learners in attaining their highest academic goals and competency levels to qualify them for initial employment and/or career advancement.

### Core Values



Commitment

Professionalism

Excellence

Integrity

Honesty

Respect

**Table of Contents**

Personnel for Maintenance of the Facilities .....	4
Facilities Maps .....	4-5
Daily Responsibilities of Custodians .....	6
Semi-Annual or Annual Responsibilities of Custodians .....	6
Limitations and Scope of Custodial Responsibilities .....	6
Work order procedures .....	6-7
Responsibilities of Instructional Staff for Labs .....	8
Equipment and Supplies .....	8
Equipment for Facilities .....	8
Equipment for Programs .....	8
Property Control .....	8
Supplies for Maintenance of Facility .....	9
Evaluation & Revision .....	9

**Personnel for Maintenance of the Facilities**

Personnel (custodians) are assigned by the Miami Dade County Public School District based on an average of 25,000 square feet per custodian. There is no special allocation for schools that operate beyond the regular hours, operate on Saturdays, and host numerous events such as Manatee Technical College.

The chain of command for custodians is shown below:

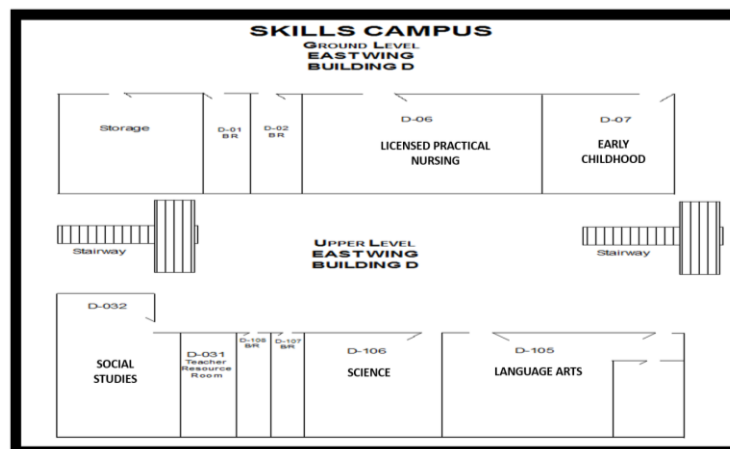
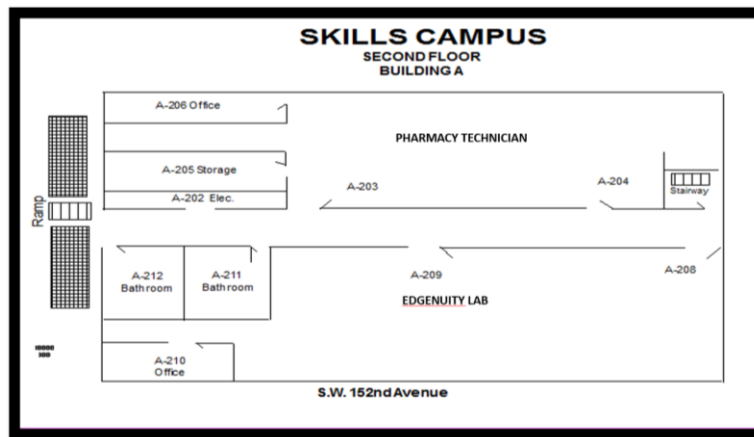
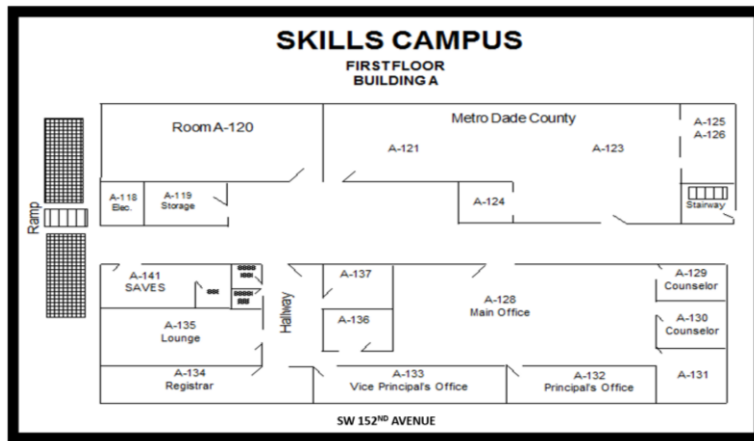
Mr. Ronald Hush, Head Custodian

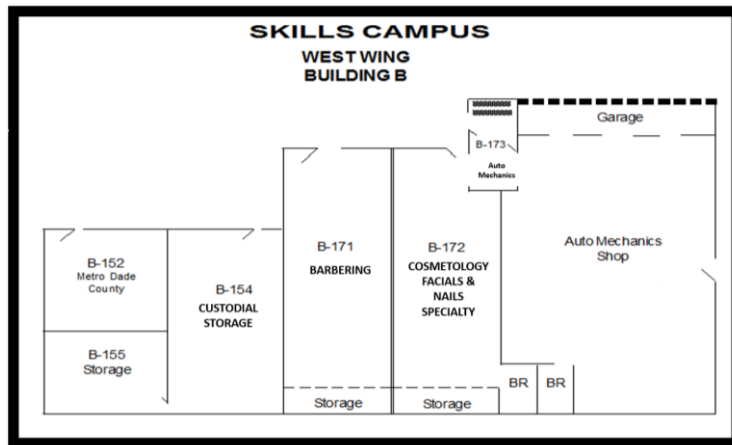
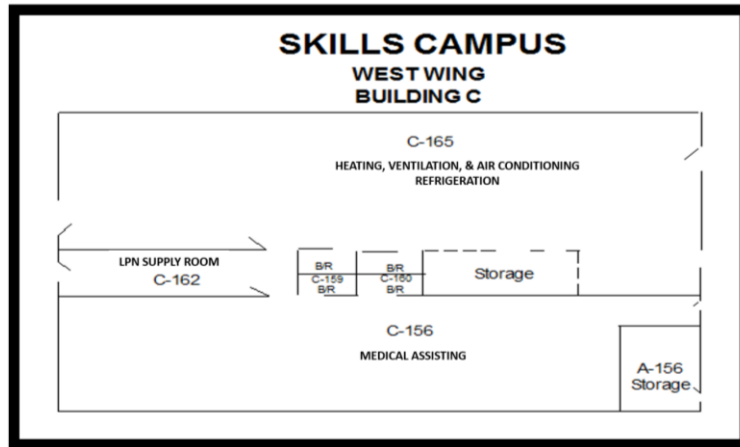
Mr. Albert McDuffy, Lead Custodian

Ms. Gloria Bustamante, Custodian

Ms. Malenia Nuevas, Custodian

Ms. Damilsys Ferrer, Custodian





### **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 procedure 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
- 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 before and after events

### **Work Order Procedures**

When a staff member reports a problem and the custodial 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 Miami Dade County Public Schools offers a work order training program. T

To ensure someone is always available to submit work orders at South Dade Technical College, the following procedures were developed:

#### **STEP 1:** Email Head or Lead Custodian

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

#### **STEP 2:** Submit Work Order Custodial Staff

- Ronald Hush, Head Custodian
- Albert McDuffy, Lead Custodian
- Administrative Team

#### **Alternative** (Use when Custodial Staff listed above in 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**

- Log on to [www.dadeschools.net](http://www.dadeschools.net)
- Log on to Apps, Services, Sites
- Click on ISM
- 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 coordinates with the administrator in order to have a person that is trained to submit work orders at all times.

All custodians are hired using the Miami Dade County Public Schools Humans Resources Non-Instructional online system. If an employee leaves through retirement, transfer, or termination, a Job Posting advertises the position.

The principal, assistant principal, and head custodian interviews prospective candidates. Miami County Public School District is an Equal Opportunity Employer. With a job posting, there is an opportunity for a current employee to transfer. The district requires potential employee 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 are on a 90-day probation period and can be terminated within that period Custodial staff are under the AFSCME (American Federation of State, County and Municipal Employees) contract with the School District of Miami Dade County Public Schools. The Custodians are evaluated annually on 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 way to organize, clean, and maintain a work area. One important aspect is the appropriate care of all power tools and equipment.

#### Operational, Maintenance and Improvement

When maintenance services are beyond the scope of the school's custodial staff, the head custodian initiates a work order request. Through a work order request system, the district maintenance department provides technical building maintenance services. It is also the responsibility of the district maintenance department to ensure that all state laws and federal codes are adhered to always.

The district provides each school with a team of maintenance personnel who are responsible for the performance of preventative maintenance tasks, initial troubleshooting, and selective school maintenance. The maintenance supervisor maintains contact with the principal on matters related to facility operations, status of work orders, preventative maintenance programs, and requirements for

support services.

The school must initiate a work order request to obtain services, which is then forwarded to the maintenance supervisor. The school receives a report that provides a listing of all work with a status description for each request.

The district maintenance department provides responsibility for the following areas:



<b>Planning and Zoning</b>	All school-site planning needs are implemented through the Site Planning and Government Liaison Department.
<b>Plumbing and Sanitation</b>	All toilet and waste disposal facilities are in compliance with appropriate codes.
<b>Heating and Ventilation</b>	All heating, ventilating, and air conditioning equipment is maintained and meets standards for existing educational facilities.
<b>Electricity and Gas</b>	The electrical service at the school is in compliance for existing educational facilities. The code requirement states that electrical wiring shall be in accordance with the National Electrical Code 1981.
<b>Water Supply</b>	The water supply and drinking fountains are in compliance with appropriate codes.
<b>Sewage and Waste Disposal</b>	The school is in compliance with the Department of Health and Rehabilitative Service for sewage disposal. Sewage disposal is connected to an approved off-site system and is monitored for compliance with appropriate codes.
<b>Elevators</b>	The elevator system is inspected and certified annually.

### **Evaluation of Progress**

The district maintenance department provides a wide variety of services to Miami Lakes Educational Center and Technical College on an as needed basis. Many trades support the school in conjunction with administrative employees who work pro-actively and cooperatively with school-site personnel to maintain the school. The Operation of Maintenance Facility Plan published by the Miami-Dade County Public Schools Operation Department is available to the public and is evaluated and revised on a regular basis.

### **Adequate, Safe, and Clean Facility**

Employees are informed of safety policies and procedures at faculty meetings as well as the Faculty and Staff Handbook. Students are notified of procedures and safety precautions by their teachers and the Student

Handbook. The policies and procedures are reviewed and evaluated annually by administrators, department heads, and the Safety Committee.

The District conducts an annual Safety-To-Life audit to identify deficiencies related to fire safety, sanitation and casualty. Deficiencies are categorized as Maintenance, Operational or Capital. The District also provides the school with numerous documents outlining policies and procedures to provide a safe, clean, and orderly environment for students. These include, but are not limited to:

- Providing a Safe Learning Environment Manual
- Emergency Management Procedures Manual
- Integrated Pest Management Manual
- Drug Free Workplace Technical Guide
- Office of Risk and Benefits Management Manual

The principal appoints a Safety Committee to advise the school on safety. Meetings are held and minutes are maintained. The Safety Committee investigates school safety improvement suggestions. If school personnel cannot complete corrective actions, a capital improvement request is forwarded to the District office. The project request is reviewed and funded by the District.

### **Emergency Health and Safety**

The health and safety of students and staff at South Dade Technical College is of the utmost importance. The Safety Committee meets to ensure that the building, grounds, equipment, and safety practices are in compliance with guidelines provided by Miami-Dade County Public Schools (MDCPS). In addition, safety is an integral part of each subject area, and students must pass the safety test in each subject area.

All accidents on the premises are reported immediately to an administrator. If a student become ill or injured while at school, school personnel must follow established protocol and procedures delineated in Health and Safety plan. The administrator will determine if communications with emergency medical systems (EMS) should be initiated.

## **Equipment and Supplies**

### **Equipment for Facilities**

Maintenance equipment is requested through a purchase requisition. It must be approved by the appropriate Administrator, and the Principal. 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 a long as

possible before it is replaced. Due to financial limitations, equipment is repaired as much as is feasible before it is replaced.

### **Equipment for Programs**

South Dade 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. With any new program, when FF&E (Furniture, Fixtures and Equipment) is over \$1,000, it requires the approval by Miami Dade County Public Schools. The district also requires three bids when a project is over \$1,000.

Several technical programs have been started with equipment purchased with Perkins Funds or other grants. These funds are allocated through the Career and Technical Education (CTE) Department at the District level. The CTE 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. South Dade 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 is available at no charge.

### **Property Control**

All items that are over the \$1000.00 threshold must be placed on the Property Control list. District Personnel is deployed to tag the items. A Property Control Number is assigned, and a barcode sticker is attached to the item. Once a year, an audit is conducted at each location. South Dade Technical College conducts monthly property inventory checks to monitor that all equipment is accounted for. If any equipment has been moved to another location or obsolete, an outgoing property form is completed and kept for our records.

### **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 ordered are approved by School Board of Miami Dade County Public Schools. The Head Custodian for South Dade Technical College meets with District Custodial Supervisor (when requested) for any updates on custodial supplies. Trainings are provided every year to update on new equipment and cleaning supplies.

### **Equipment Safety**

Handling of hazardous materials and appropriate disposal procedures are reviewed and monitored by the instructors. Hazardous materials are removed from the facility by an approved outside vendor. Material Safety Data Sheets (MSDS) are kept on file and are available to all. They are located in work areas of specific MSDA specific to that shop.

### **Relevant State Law**

Section 235.185, Florida Statutes, 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 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 Miami Dade County Public Schools facilities will be built and will follow 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. South Dade Technical College has a few spare fire extinguishers to use when a replacement is needed.

### **Evaluation & Revision**

South Dade Technical College'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.

The faculty is notified of these procedures through faculty meetings and the Faculty and Staff Handbook, and students are notified at an orientation session, through their teachers, and the Student Handbook. The plan for assuring the health and safety of the employees, students, and guests is reviewed and revised on a regular basis. The safety committee conducts annual safety surveys. This facilitates the discussion and revision of the Health and Safety Plan.