



# McFatter Technical College Operation and Maintenance Plan

Revised 7/13/18

## **Personnel (6.4)**

### **Facilities**

McFatter Technical College's facilities department consists of Neville Simmons, and twelve full-time employees. They are Christopher Hue, Marisella Martinez, Mike Nellons, Lee Norton, Peter Strachan on the day shift. In the evenings, the facilities staff are Tony Fisher, Vincent Jones, Mavis King, Lillie Osborne, Khadija Rasul, Deidrick Ross, and Gary Watson. Additionally, McFatter also employs four part-time employees. Their duties involve custodial work, grounds keeping, as well as on-site repair.

### **Technology**

McFatter Technical College's technology department consists of a Technology Coordinator, Louis Ryan, as well as five full-time employees. They are Christian Castro, Joel Rubin, Alex Salas, Donald Young. These employees work in the upkeep, maintenance, and installation of the school's information technology equipment and infrastructure. Additionally, Deanna Davis Carvalho is assigned to inventory, including receiving and documenting new equipment, as well as purging and documenting end of useful life equipment.

## **Equipment and Supplies (6.5)**

McFatter strictly follows the Broward County Public Schools (BCPS) guidelines for the acquisition and documentation of new equipment. Instructional programs review required equipment and supplies necessary for instruction with their advisory committee members. Based on that feedback acquisitions of specified equipment or supplies are submitted for administrative approval and funding. All equipment is regularly inventoried and subject to audit by the district.

Additionally, BCPS has guidelines for how equipment can be disposed of or transferred to another location within the district. This equipment is taken off of the campus inventory and physically removed to the BCPS “B-Stock” facilities.

### **State Law (6.6)**

McFatter’s physical resources and technical infrastructure are subject to the policies set forth by the State of Florida. These guidelines are set forth in the “State Requirements for Educational Facilities” (SREF) document, the most recent of which was published in 2014. The SREF is a comprehensive document based on Florida Administrative Code 6A-2.0010, and comprehensively dictates the policy for how schools in the state are funded, built, managed, and maintained. Additionally, any construction on McFatter is performed based on the Florida Building Code issued by the state’s Department of Business & Professional Regulation. All initiatives on the McFatter campus are guided as per these regulations.

### **Federal Code & Procedures (6.7)**

McFatter follows all applicable Federal Code & Procedures in its operation. The Occupational Safety and Health Administration (OSHA) policy dictates are followed to ensure safe and healthful working conditions for all employees. BCPS operations in this area are administered by the Safety Department and is subject to audits.

Additionally, McFatter is required to be compliant with the Americans with Disabilities Act (ADA) and the Equal Education Opportunities Act of 1974 policies. The school works with the BCPS Equal Educational Opportunities and ADA Compliance Department in this matter.

### **Facility Safety and Cleanliness Guidelines (6.10)**

District policy dictates the procedures that McFatter Technical College personnel use to create and maintain safe and clean facilities. Facilities personnel are given tasks that must be completed on a Daily, Weekly, and Monthly basis to achieve this, and are followed rigorously. Additional assistance in this area is provided via the Work-Order System, which allows for staff members to request elements of maintenance or custodial service when necessary. Additional tasks requiring the absence of students and instructional staff are scheduled per district policy during the summer break. All McFatter facilities are subject to these guidelines.

McFatter also follows guidelines set forth by BCPS concerning safety on-campus. Per this policy the school conducts monthly fire drills and has routine health and safety inspections of relevant facility and procedure by district and municipal authorities. The district also issues a Critical Incident plan, which guides McFatter's planned responses to wide range of events and externalities that may represent a threat to the staff and students.

### **Distribution to Employees (6.8)**

This document is distributed via email by the Assistant Direct over safety & security to all staff for comments and suggestions annually.

### **Availability to Students (6.8)**

This document is available on the McFatter Technical College website under "Students/Alumni".

**Evaluation/Revision (6.9)**

This document is reviewed and revised annually with input from employees and students as described in the Campus Action Plan.

Please do not hesitate to reach out Mr. Rothman if you have questions, comments, or suggestions regarding the McFatter Technical College Operation and Maintenance Plan.