

MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE

Operations & Maintenance Plan 2024-2025

Excellence
In Motion



Miami Lakes Educational Center and Technical College

Introduction

Miami Lakes Education Center and Technical College is committed to provide an environment conducive to learning and success to empower students to achieve their career goals and to develop their ultimate potential. The institution follows the district's comprehensive Operations and Maintenance plan that delineates all the guidelines and procedures necessary to provide a clean, safe, and adequate campus. The Assistant Director who reports directly to the director oversees the operations and maintenance of the institution.

Personnel

The maintenance department is composed of a custodial staff with a Head Custodian, two full-time custodians, one part-time custodian. A Zone Mechanic is assigned by the district to service the school one day a week to handle work orders, mechanical, and electrical issues, etc. Miami-Dade County Public Schools publishes a Maintenance Operations Manual for Site Supervisors and a Custodial Handbook. These two documents are used as a basis for MLEC & TC's plan for the operation, maintenance, and improvement of the physical plant. These manuals are revised by the district on an as-needed basis. The custodial handbook assists custodians with proper cleaning procedures, safety, and professionalism. They are available on the MLEC&TC website and can be assessed by all employees, students, and visitors.

All custodians attend district training and bi-monthly department meetings to review procedures, review their assignments, get new trends and updates, and receive training for new equipment and products. Since the custodians could potentially encounter bodily fluids, they receive annual training to meet the standards of the Federal Code of Occupational Safety and Health Administration (OSHA), Vaccinations for Hepatitis B/Blood borne Pathogens on an annual basis. They also learn procedures to remove medical and other hazardous waste. Overall, the personnel responsible for maintaining the physical plant have met the training requirements established by MLEC&TC and the school. The custodial staff maintains the safety and cleanliness of the main campus according to an established schedule that describes each staff's assignment for the term. There are posters throughout the school that inform students, visitors, and staff of reporting procedures for restroom concerns via a district telephone number or utilize SCRUB, an online system.

Compliance with Relevant State Laws

Various types of physical plants inspection occur on an ongoing basis at Miami Lakes Education Center and Technical College to adhere to the district, state and federal laws. These regularly scheduled inspections of the facility are indicated in the "Safety Program of Miami-Dade County Public Schools" document. Some of the required

inspections are as follows: An inspector from the MLEC&TC "Division of Safety and Emergency Management conducts an annual Comprehensive Safety Inspection to assess fire safety, sanitation, and casualty conditions of the facility. This inspection meets State Requirements for Educational Facilities, chapter 5, and Rule 69A-58.

An annual facility maintenance permit is issued and allows routine maintenance, emergency services, and minor renovation projects under \$200,000 per F.S. 553.80 (6)(d). • An annual inspection by the State of Florida Department of Health is documented in a State of Florida Department of Health Inspection Report. • The M-DCPS Department of Asbestos Management provides a three-year inspection report on "Asbestos Containing Building Materials." • The MLEC&TC Division of Emergency Management removes combustible liquid and nonhazardous material from the facility on an as-needed basis.

Equipment and Supplies: Purchase – Repair – Replace - Removal

The Head Custodian and the Assistant Director work closely with the Business Manager to place orders on a regular basis and ensure that specific supply items are replaced before they are completely depleted. The Head Custodian monitors the number of supplies available, making sure that the custodial staff has all the equipment and supplies necessary. All custodial supplies are kept in storage and distributed to staff as needed.

The custodial staff follows the same policies in place for employees to report stolen, damaged, or obsolete items. They submit requests for maintenance and repairs using the "Request for Maintenance & Repairs" form to the Assistant Director. Major repairs and capital improvements are requested using the "Capital Improvement Request" form. A "School Request Status Report" indicating open and closed work orders is published and distributed monthly; it enables the administrative assistant and the zone mechanic to monitor work completion and follow through with maintenance to expedite issues related to repairing and maintaining equipment. Obsolete equipment is tracked and removed using the "Outgoing Controlled Equipment" form which is submitted to the Assistant Director who works with the Zone Mechanic and the Head Custodian for the process.

Plan Evaluation

The Miami-Lakes Education Center and Technical College Operation and maintenance plan is reviewed annually by the faculty and staff at the opening of schools meeting, Comments, recommendations, and information is heard and are used to revise the plan and adjust, if necessary, to ensure continuous improvement of the school. Copies of the plan are available in the media center, the administrators' office, and the Head custodian's office.