



MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE



Operations and Maintenance Plan 2025 - 2026



*Excellence
In Motion*



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 at Miami Lakes Educational Center & Technical College (MLEC & TC) consists of a Head Custodian, five full-time custodians, and two part-time custodians. In addition, a Zone Mechanic is assigned by the district to provide on-site service one day per week, addressing work orders as well as mechanical and electrical issues.

The operation, maintenance, and improvement of the physical plant are guided by two key documents published by Miami-Dade County Public Schools: the Maintenance Operations Manual for Site Supervisors and the Custodial Handbook. These manuals, which are periodically updated by the district as needed, serve as foundational resources for MLEC & TC's maintenance protocols.

The Custodial Handbook offers detailed guidance on proper cleaning procedures, safety standards, and professional conduct. Both documents are accessible through the MLEC & TC website and are available to 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.