

	<b>OPERATION &amp; MAINTENANCE OF PHYSICAL FACILITIES/ TECHNICAL INFRASTRUCTURE PLAN</b>		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	12/16/2022	12/16/2022	STANDARD 6 PHYSICAL RESOURCES & TECHNICAL INFRASTRUCTURE

#### **GENERAL:**

Orderliness and organization go hand-in-hand with good housekeeping and maintenance. A plan for maintenance of facilities is needed in order to provide orderly training to students. No area with poor housekeeping and maintenance conditions can present a good instructional atmosphere. Instructors are enjoined to set and maintain acceptable operation/maintenance standards. Regular cleaning periods should be set aside at which time a complete cleanup is accomplished. Periodically, a thorough renovation should be undertaken with removal and disposition of all accumulated material not being utilized in order to eliminate the possibility of safety hazards. Poor housekeeping contributes appreciably to hazardous conditions and accidents.

#### **MAINTENANCE PERSONNEL:**

Included in the implementation of the facility maintenance plan are the services and cooperation of the maintenance employees, administration, staff, instructors, work study students, and the entire student body. An online work order portal is available for all employees and students to utilize, in order to report problems that need to be addressed. They are handled in order of severity. In the event the custodian encounters maintenance problems which they are not able to correct, it is understood that they will report these to the Facilities Coordinator.

#### **EQUIPMENT & SUPPLIES:**

Funding of general maintenance comes from a designated portion of the State Appropriations. The Tennessee Board of Regents (TBR) requires a minimum amount expended for yearly maintenance and maintenance supplies. The annual maintenance budget must reflect this minimum.

Maintenance supplies are kept in secure areas at each location. Flammable supplies, if any, are held in a locked cabinet with a proper-posted warning. SDS sheets will be maintained as required.

#### **RELEVANT STATE LAW, APPLICABLE FEDERAL CODES AND SAFETY REGULATIONS**

TCAT Knoxville complies with all state and federal laws, guidelines, and codes as a State agency. All maintenance staff and students adhere to OSHA and TOSHA guidelines, Boiler and Pressure Vessel Inspection codes, National Electrical Codes, State of Tennessee building code compliance for ADA standards, fire protection, and CDC health pandemic guidelines as necessary. As required by both State and Federal government guidelines, public notices are in place throughout the buildings and updated as required.

#### **PLAN:**

A plan for operation and maintenance for the Tennessee College of Applied Technology - Knoxville is established by the President in accordance with accepted system practices to include the operation and

maintenance of: heating, HVAC systems; interior exterior surfaces; landscaping; sidewalks; drives; parking areas; and safety hazard elimination. In order to assure that all phases of operation and maintenance are covered, the plan (including personnel assignments, designated duties, etc.) is as follows:

1. The general maintenance, upkeep, and cleanup of each individual shop /classroom areas at the Knoxville main campus, the Anderson County Higher Education Center TCAT programs, and Instructional Service Centers is the direct responsibility of the instructor and the students. Daily cleanup times are provided for this purpose and students are to be reminded that this is a part of their course study. The restrooms, hallways, offices, conference rooms, and at the main campus classroom B100 and hallways of the Diesel/Truck Driving Building will be cleaned by the Custodial Staff. The Custodial Staff will clean all of Building A at the main campus.
2. Minor maintenance, repair, upkeep, replacement, etc. is the responsibility of the Maintenance Department, within their capabilities. Repair training equipment, electrical systems, heating air conditioning and ventilating systems. In some instances, the Industrial Electricity, Industrial Maintenance and the Heating, Ventilation, Air Conditioning & Refrigeration instructor's and their students may assist in repairs as long as it is within the training requirements for that program, and they are capable of performing the work.
3. The Computer Information Technology instructor and students along with the college's IT department will be responsible for assisting the President with installing, maintaining the upkeep of all school-owned computer equipment and infrastructure as it is within their capabilities to perform the work. Any major maintenance, upkeep, and/or repairs that cannot be performed will be contracted for through normal purchasing procedures as defined by the Tennessee Board of Regents.
4. The maintenance and general upkeep of outside surfaces, painting where needed, are the responsibility of the Maintenance Department. Grounds keeping (mowing, planting, pruning, landscaping, etc.) are contracted to an outside vendor. Any plans for the improvement of the campus must be approved by the President.

#### EVALUATION:

The President, Vice President, and Facilities Coordinator will make an evaluation of the effectiveness of the Operation and Maintenance Plan on an ongoing basis. This evaluation is addressed in annual student surveys. Changes in the plan and the assignments of personnel or changes to the contracted services will be made if found to be needed in the process of these various types of evaluation.

#### MAINTAINING, REPLACING & DISPOSING OF OBSOLETE EQUIPMENT PROCEDURES

##### TCAT KNOXVILLE PURCHASING POLICIES and PROCEDURES

The purchasing of supplies, materials, and equipment for all departments of the school are described, in detail, in the TBR PURCHASING POLICIES 4.02.10.00 that is available on the TBR web site. The procedures outlined in this policy must be followed in the purchasing of all supplies, materials, and equipment.

Each staff member is encouraged to keep a copy of this policy close at hand to refer to, if any questions concerning procedure should arise. If any staff member cannot locate a copy of this policy, they should contact the Coordinator of Finance and Business Services.

A general outline of the procedure to be used by instructors to arrange for the purchase of any supplies, materials, or equipment is:

1. Decide on what supply, material, or piece of equipment is needed.
2. Identify vendors who might provide whatever is needed.
  - a. Complete and turn in a "TCATK Requisition" form to the Finance & Business Services Coordinator. This form should provide detailed information about the product, number wanted, size, approximate cost, name of vendor (s), address and telephone/fax numbers, etc.
3. For items that might cost between \$10,000.00 and \$49,999.00 a list of at least three (3) vendors should be included. Items in this category must be obtained through the bid process unless they are available on a State Contract. The President will determine if the items are available on contract or if a request for bids must be sent out. Any item costing more than \$50,000.00 must be bid by TBR shared services and must have a minimum of fifteen (15) vendors.

#### INVENTORY PROCEDURES - *updated 11/21/2022*

TCAT Knoxville under the Board of Regents, is responsible for maintaining the formal equipment inventory. TCAT Knoxville's part in this inventory procedure will be to:

1. Decide what equipment is needed and issue a request for same to Coordinator of Finance and Business Services. They will send out bids for the item. When the item is received at TCATK, a receiving report will be sent to business office, maintenance and IT who will assign an Inventory Tag number if the equipment is capitalized or deemed to be sensitive.
2. There will be an inventory check annually, performed by the President and Coordinator of Finance and Business Services. Maintenance staff and leadership will then verify that a piece of equipment: (a) is still on campus; (b) has been transferred to Surplus Property to be sold at auction; (c) has been transferred to another institution; or (d) disposed of due to poor condition and un-repairable.
3. The College will do an annual inventory check to determine if equipment is still in usable condition or in need of repair or replacement. Funds are provided in the budget as a line item called "Renewals and Replacements" to provide for the maintenance and/or replacement of equipment items.
4. Documentation of maintenance and upkeep of equipment will be coded by object code into the Banner accounting system. This documentation, invoices, and purchase orders identify the equipment and what was done to it. In addition, during the annual inventory check by the staff, the condition of equipment will be checked. Should a piece of equipment be deemed in need of repair that will be reflected on the inventory sheet. After repair, the condition of that piece of equipment will be updated on the inventory list as being in good condition again.

#### MAINTENANCE/UPKEEP PROCEDURES – *reviewed 9/12/2022*

When repairs on equipment become necessary, the item is checked by the instructor and students from the most applicable shop at TCAT Knoxville to determine what, if any, repairs are needed and whether or not they can be performed by school personnel or students. If the repairs can be done in the school as a training activity, students will make the necessary repairs or perform maintenance under the guidance of their instructor.

If the job cannot be done locally, outside repair services will be contacted and the piece of equipment taken there, or they will be requested to come to the school to perform the service. Materials, parts, and/or services are purchased through normal purchasing procedures.

**OBSOLETE AND SURPLUS MATERIALS PROCEDURES – updated 12/16/2022**

TCAT Knoxville disposes of surplus property based on TBR Policy 4.02.20.00 Disposal of Surplus Personal Property.

TCAT Knoxville will offer surplus property online through GovDeals Internet auction on an “as is” – “where is” basis. Any and all costs surrounding the dismantling, removal and the transportation of these items will be the sole responsibility of the winning bidder or institution. This will be an ongoing process and govdeals.com should be checked regularly for any updated items.

All items deemed obsolete or surplus shall be posted for public auction, unless otherwise agreed upon by all parties to be either donated or sold to another TBR institution.

If you have questions or concerns in regard to surplus, contact Mike Gallimore at michael.gallimore@tcatknoxville.edu. In order to view items, you must register on the auction site. The site can be accessed through [www.govdeals.com](http://www.govdeals.com).