

	OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	08/12/2024	08/12/2024	STANDARD 6 INSTITUTIONAL INFRASTRUCTURE

SCOPE OF SERVICES:

TCAT Knoxville places great importance on properly operating and maintaining its physical facilities and equipment. A comprehensive maintenance and operations plan is in place to ensure orderly training environments through regular cleaning, repairs and renovations. Instructors establish and enforce high standards of housekeeping practices with students in their academic areas.

Non-instructional equipment like HVAC systems, electrical infrastructure and automated equipment receive preventative maintenance through service contracts and scheduled assessments. Supplies like PPE, cleaning products, and safety equipment are cataloged and replenished through a procurement process.

Adequacy and potential improvements to facilities are also regularly evaluated. Feedback from staff, students and external evaluators help identify needed upgrades, capacity increases or technology additions. Proper operations, maintenance, ongoing evaluation and improvement efforts ensure TCAT Knoxville can deliver quality technical education now and into the future.

PERSONNEL:

The facility plan includes the services and cooperation of the maintenance/custodial 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 to report problems that need to be addressed. Problems are handled in order of severity. In the event the custodian encounters maintenance problems that they are not able to correct, it is understood that they will report these to the Coordinator of Maintenance and Facilities.

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.

BUDGETARY RESOURCES:

Funding for general maintenance equipment and supplies 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.

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.

MAJOR ACTIVITIES:

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 and exterior surfaces, landscaping, sidewalks, drives, parking areas, and safety hazard elimination. To ensure that all phases of operation and maintenance are covered adequately, the plan (including personnel assignments, designated duties, etc.) is as follows:

1. The general maintenance, upkeep, and cleanup of each individual shop /classroom area at all TCAT Knoxville locations 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 Custodial Staff will clean the restrooms, hallways, offices, conference rooms, break areas, and hallways.

2. Minor maintenance, repair, upkeep, replacement, etc., is the responsibility of the Maintenance Department within its capabilities. They repair training equipment, electrical systems, heating, air conditioning, and ventilating systems. In some instances, the Industrial Electricity, Industrial Maintenance/Mechatronics and Heating, Ventilation, Air Conditioning, and Refrigeration instructors and their students may assist in repairs as long as it is within the program's training requirements and they can perform the work.
3. The Computer Information Technology instructor and students, along with the college's IT department, will assist the President with installing and maintaining the upkeep of all school-owned computer equipment and infrastructure as it is within their capabilities to do so. Any major maintenance, upkeep, and/or repairs that cannot be performed will be contracted through normal purchasing procedures defined by the Tennessee Board of Regents.
4. The maintenance and general upkeep of outside surfaces, including painting where needed, are the responsibilities of the Maintenance Department. Groundskeeping (mowing, planting, pruning, landscaping, etc.) is contracted to an outside vendor. The President must approve any plans for improving the campus.

EVALUATIONS OF THE PLAN:

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

STAKEHOLDERS WITH WHOM THE PLAN IS SHARED:

The plan is available to all employees and students online at www.tcatknoxville.edu.