

Chuck Shaw Technical Center
Operation and Maintenance Plan
2023-2024

Purpose:

Chuck Shaw Technical Center's Operation and Maintenance Plan details specific procedures which help the ongoing operation and maintenance of the physical facilities and technical infrastructure. The School District of Palm Beach County's Facility Management, Maintenance and Plant Operations and the Division of Information Technology Department manage the physical facilities and the technology infrastructure for all school sites. These departments contribute to the well-being and success of all students. This plan is put together utilizing the District's Capital Plan, Technology Plan and the Facilities Work Plan, Job Descriptions, Facility Manager handbook, and Custodial handbook.

Personnel

Each school has a designated Zone Team Support Operations Leader and/or Facilities Management Coordinator and Facilities Maintenance Area Manager to address facility needs. Maintenance and Plant Operations handles all routine and emergency work orders, requests for facility modifications, citations from the comprehensive safety inspection reports (CSIRs), indoor air quality reports, Health Department reports, and other regulatory agencies.

Additionally, our facility has a Lead Custodian and custodians who:

- Routinely completes daily work schedule for areas assigned within the frequency provided.
- Routinely follows proper cleaning procedures and uses proper chemicals and cleaners safely, productively, and according to directions given in training.
- Routinely uses and operates the cleaning equipment and tools per the training instructions.

- Moves furniture, collects and disposes of trash/garbage, dusts furniture, cleans vents, fans, and walls, and performs other related tasks necessary for the cleanliness of the designated school/location.
- Performs routine maintenance on the facility, i.e., changing light bulbs, filling paper, and soap dispensers, assisting in setting up for meetings/conferences, etc.
- Cleans equipment and tools after use and maintains cleanliness and order in storage areas.,

CSTEC administrators conduct evaluations of all onsite personnel, including custodians. At the beginning of each fiscal year, assignments and expectations for the upcoming fiscal year are set. A mid-year performance review is conducted as well as a final evaluation. General hiring requirements can be found on the district website.

Technology Specialist: Provide technical support to teachers and staff. Troubleshoot software and hardware on campus. Facilitate professional development sessions on best practices.

Equipment and Supplies

The School District of Palm Beach County and Chuck Shaw Technical Center provide the materials and equipment needed to maintain the facilities and technical infrastructure. Our school budget allocates resources to purchase supplies for cleaning, maintaining, and improving the campus. The District Capital Plan budgets large facility maintenance and technical infrastructure projects.

Items needing maintenance/repair are recorded and logged in a centralized electronic work order system. Maintenance and Plant Operations handles all routine and emergency work orders, requests for facility modifications, citations from the comprehensive safety inspection reports (CSIRs), indoor air quality reports, Health Department reports, and other regulatory agencies. The IT department maintains the technical infrastructure.

Relevant State Law and Federal Codes and Procedures

SDPBC is a public school that complies with all relevant state and federal laws and procedures, such as:

- Florida Statutes (FS) Chapter 440 requires a safe and healthy work environment be provided to all employees.
- Chapter 1013 Educational Facilities
- Chapter 633 Fire Prevention and Control
- Florida Department of Public Health standards for schools
- Florida and Uniform Building Codes for Educational Facilities, which incorporates Occupational Safety & Health Administration (OSHA).
- Florida Administrative Code 6A
- State Fire Marshal rule 69A-58
- Florida Fire Prevention Code – including referenced NFPA standards
- CSTEBC is a public school and must comply with applicable federal codes and procedures. US Code of Federal Regulations (CFR), Titles 29, Parts 1910 and 1926 5. Federal and State Environmental Standard as adopted in Omnibus Transportation Employee Testing Act (OTETA) 10.49 CFR, Parts 40 and 382.11. The CSTEBC facility is in compliance with fire, safety, and health codes. The SDPBC sets and publishes guidelines in accordance with state laws and codes.

Available to Employees and Students

All District plans and handbooks mentioned are made available to employees and students through the intranet and the District website.

Annual Evaluation

The plan is reviewed annually by the school designee, who updates changes made by the District.