

# Plan for Ongoing Operation and Maintenance of all Physical Facilities and Technical Infrastructure



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## Purpose

The purpose of this plan is to review Petra College's sole campus and ensure that the mission and vision of the school are in alignment and adequate to provide quality education to our students. This plan addresses safety, adequacy and improvement of all physical facilities and technical infrastructure. Technology used at Petra is limited due to our size, but what has been put in place is adequate to meet the needs of the students and eliminate barriers to student learning. Petra strives to create a stimulating learning environment for faculty to operate in and for students to learn in.

## Responsible Personnel

- Executive Assistant Responsible for assisting the president , instructors, students, employers, all administrative affairs of the school.
- Student service and job placement coordinator works directly with students, employers, to support processes and solve problems.
- Technology Consultant (IT)
  - Assist administration with any technical needs with Petra's computer systems. Provides guidance on internet matters
- Maintenance Worker
  - Responsible for keeping facility clean and functional from a physical aspect
  - Provides light maintenance work to the facility as needed
  - Identifies major facility needs and identifies appropriate contractual services to handle matters

## **Facility Details**

*Petra College is 1500 square feet. It consists of a foyer, lab, lobby, office space, classroom, storage room, and two restrooms.*

## *Security Services*

Petra College does not employ security staff. Petra does have an alarm system and if anything occurs; police are dispatched immediately. The school maintains a relationship with the Hammond Police Department, which is located 2 miles from the facility.

## *Transportation & Parking*

Petra College provides adequate parking for students, staff, and visitors to the campus.

## **Procedures**

All improvements, repairs, maintenance, and remodeling are initiated by the administration from faculty and staff. Work orders for maintenance are communicated to the president/executive assistant. Due to the size of our school, the President or executive assistant will phone our maintenance guy. Most repairs are completed within 24 to 48 hours.

Improvements for Petra College is the responsibility of the school administration, with approval from the president. Jani King, a cleaning service, cleans school monthly. Administration at Petra College is responsible for daily cleaning and trash removal from the classroom, office, restrooms, and common areas. Maintenance staff is also responsible for identifying and fixing defects in the facility's structure (leaks, burned out lightbulbs, etc.) and advising the administration of any major work the facility needs. The administration is responsible for ensuring the appropriate supplies are purchased and made available for

use at the facility. They work in conjunction with instructors and maintenance to ensure that equipment is functional, current, and safe.

### *Equipment and Supply Disposal*

Petra College follows all steps to ensure compliance with OSHA standards and ensure safety for everyone at the school as we dispose of used supplies and equipment no longer needed, whether they are students, staff, or guests.

### *Technical Infrastructure*

Petra College's infrastructure consists of one Windows-based computer. Internet services are provided by Charter Communications. A password is needed to access this computer and is only accessible by administration. The computer system is protected by anti-virus/anti-malware software. This software is updated automatically to ensure the school has the most updated protection. All computer issues are handled by our IT team, Stanley Sullivan, with Norman Technical.

Petra College utilizes **binder, completion, placement and licensure spreadsheet which is provided by Council on Occupational Education (COE), verification of employment** for student data tracking. To protect the integrity of the student data, administration backs up this data on a daily basis. Data is backed up to a portable password server, which allows us the ability to restore data from anywhere, if needed.

The administration is responsible for ensuring that the school has adequate and updated technology. They work closely with the TC to ensure that the technical infrastructure is adequate and can serve the needs of the school. Repairs for IT infrastructure or equipment are handled by our maintenance guy, Anthony Harrell. The Technology Consultant notifies administration if its technology has reached the end of its useful life and needs to be upgraded or replaced.

## **Relevant State Law**

Petra College complies with all laws mandated by the State of Louisiana. This includes Revised Statute (RS) 40: Part IV-A as it pertains to the state's building codes and RS 40:1578, the state's fire prevention code. These statutes and codes cover all the aspects of fire prevention, and health and safety. Petra also complies with all state requirements regarding posting of relevant employment laws. There is a first aid kit located in the lab.

## **Federal Codes and Procedures**

Petra College conducts yearly safety compliance inspections and ensures appropriate signage is displayed. Fire extinguishers, fire alarms, and are inspected yearly to ensure they are functional. Petra College maintains compliance with OSHA regulations. Provides handicapped-accessible parking. When appropriate, Petra College will provide reasonable accommodations to students in compliance with the Americans with Disabilities Act.

## **Availability and Evaluation**

This plan is available for viewing by students, staff, and the public on the school's website. It is evaluated annually by Petra's advisory committee and changes are presented to the president.