



## **Lorain County JVS Adult Career Center Physical Facilities & Technical Infrastructure Adequacy & Improvement Plan 2020**

### **Scope**

The Lorain County JVS Adult Career Center is committed to supporting the educational needs of students by ensuring that physical facilities and the technical infrastructure of the campus are continuously monitored and/or improved.

### **Overview of Facilities Committee**

The Lorain County Joint Vocational School District maintains a Facilities Committee, comprised of four current board members, the Deputy Superintendent, Superintendent, and Maintenance Supervisor. This committee, formed in January 2014 by the Superintendent, oversees the adequacy and improvement of the school's physical facilities.

- General responsibilities include (but are not limited to):
- Assessing existing structural integrity
- Planning and executing approved projects consistent with the district strategic plan
- Review facility and preventative maintenance data
- Formulate, update, monitor and communicate a prioritized ten-year facility plan
- Conduct, discuss, research options, best practices and make recommendations to the entire board consistent with findings
- Evaluate bids and contracts to ensure fiscal responsibility
- Review and interview contractor and architectural firms (RFP, RFQ, etc.) qualifications and make recommendations to the board

### **How Physical Facilities and Technical Infrastructure Information is Shared**

The Superintendent provides a Facilities Committee Report to board members and the public during monthly board meetings. Minutes of the meetings are available via BoardDocs online at [lcjvs.net](http://lcjvs.net). The Deputy Superintendent sends out monthly facility meeting agendas and minutes to all board members.

The Adult Career Center Director shares items related to the operation of the Adult Career Center via email and/or staff meetings.

### **Activities to Achieve the Objectives**

#### *Personnel*

The in-house Maintenance department is made up of one Maintenance Supervisor and three full-time certified maintenance technicians. In addition, the Maintenance Supervisor oversees two full-time warehouse employees and one outdoor maintenance employee. One of the three full-

time certified maintenance technicians works second shift during the school year and is specifically utilized to handle repairs during the busiest Adult Career Center times.

Maintenance is available to provide emergency response as needed as well as a plethora of annual maintenance tasks for the entire facility.

Outside contractors/vendors are hired on an as-needed basis for facility upgrades, construction, repairs, maintenance, inspections and other as needed tasks.

Work orders are managed and assigned by the Maintenance Supervisor utilizing School Dude software. Staff members are notified when the work orders have been completed. The Deputy Superintendent and the Maintenance Supervisor review work order requests, supply requests and equipment needs on a weekly basis. This data is utilized and compiled to produce a list of future needs which are then communicated to the Superintendent and the Facility Committee on a monthly basis.

The Information Technology (IT) department is led by the IT Director who has one full-time Lead analyst, two full-time IT technicians and one part-time IT technician. They are responsible to oversee the network and equipment on campus and in Lorain's satellite programs. Help tickets are managed and assigned to staff by the Director and there is continuous communication with the staff member until the help ticket is resolved. The part-time technician works second shift during the regular school year to specifically address Adult Career Center support and issues.

Outside consultants are hired as needed if technology projects or repairs require additional expertise.

Staff in all departments meet on a regular basis to discuss, propose and evaluate short and long-term needs.

The Housekeeping department is led by the Cleaning Supervisor who has five full-time employees and several part-time employees. This crew is responsible for thoroughly scrubbing, cleaning and disinfecting the entire building during the summer break months and cleaning the building on third shift during the high school calendar year.

### **Equipment and Supplies**

The Maintenance, IT and Housekeeping departments have a designated budget for the purchase of equipment and supplies. The budget is determined during an annual appropriations meeting. Lorain County JVS also has funds allocated for emergency repairs of equipment and the facility.

### **Annual Review, Evaluation, Revision and Availability of Plan**

All plans are reviewed annually to ensure their alignment with our stakeholders' needs and feedback. Updated plans are shared with members of the Institutional Advisory Committee and with staff and students (as applicable) at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.