



Lorain County JVS Adult Career Center Operation & Maintenance of Physical Facilities Plan 2020

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Adult Career Center follows a plan that ensures the operation and maintenance of the physical facilities and the technical infrastructure. The plan is continuously monitored and revised as needed.

Personnel

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 facilities.

Deputy Superintendent – works with the Facility Committee chairperson to develop agendas and run the Facility Committee meetings. The Deputy Superintendent is responsible for all school operations including; Human resources, Facilities, Security, Maintenance, Housekeeping and other duties as assigned. The Maintenance Supervisor and Housekeeping Supervisor report directly to the Deputy Superintendent. (Reference Job Description)

Director of Technology – Supervises a staff of three full time employees and one part-time employee. The Director of Technology is responsible for all technology and related issues affecting the school district. (Reference Job Description)

Maintenance Supervisor – Supervises a staff of six full time employees. Three Maintenance technicians, two warehouse employees and one exterior grounds staff member. The Maintenance Supervisor is responsible for all facility and maintenance related issues. (Reference Job Description)

Security – The District employs a full-time Deputy Sheriff as the School Resource Officer for the High School. Several Lorain County Sheriff Deputies are contracted independently to provide security in the evenings for our Adult Career Center programs. In addition, there is always an individual in the building 365 days a year, 24 hours a day. Lastly, during the regularly scheduled high school calendar day, the District employs two full time security guards to monitor everyone that comes into the facility by vehicle.

Equipment & Supplies

Safety equipment and supplies are maintained throughout the campus as supported by Board Policy: Po7410 Maintenance.

Equipment and supplies include fire extinguishers, AED/First Aid kits, and eyewash stations. Additional safety equipment such as sneeze guards, face masks, face shields, sanitizing stations,

expanded nurse's station and signage have been implemented to help with COVID-19 related issues.

Relevant State Law

Health & Safety Inspection – Lorain County JVS is regularly inspected by the Lorain County General Health District and provided a written report on any potential areas of concern. The Lorain County Joint Vocational School has also asked the Bureau of Workers Compensation through the PERRP (Public Employer Risk Reduction Program) to conduct two comprehensive safety audits of the facility in the past ten years. In addition, the District hired Safety Consultants Inc. in 2016 to assist in updating SDS sheets and various safety procedures and protocols.

Fire Inspection – Lorain County JVS falls under the Wellington Fire Department local fire jurisdiction and the Wellington Fire Department provides us with direct response to regularly scheduled fire drill, evacuation, and tornado scenarios. The Wellington Fire Chief is a member of our Joint Safety and Health Committee as well as a prominent member of our First Responder Committee.

Applicable Federal Codes and Procedures

Americans with Disability Act – The Lorain County JVS adheres to ADA rules and regulations, and as building upgrades are scheduled and completed the JVS regularly makes changes and improvements to ensure compliance with evolving ADA requirements. All facility and technology upgrades or enhancements are designed and executed in alignment with local, state and federal requirements.

Elevators/Entrance Doors – Elevators are inspected twice a year by the Ohio Department of Commerce and the required Elevator Certificates of compliance are posted regularly as per requirements. All entrance doors are according to code but several need to be replaced after years of wear. Most entrance doors have new locking push bars and all doors can easily be egressed from the interior.

OSHA – As a public entity the Lorain County JVS falls under PERRP. Please see above and attached for documentation.

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.