



Pickens Operations and Maintenance Plan

Revised after staff feedback: September 20th, 2022

Will be reviewed every May by staff

This plan is available to all students and staff on the Pickens website on the “About” tab, under the heading “Policies and Procedures”.

Pickens Technical College (PTC) consists of one campus that is made up of five different buildings. Located on the southeast corner of East 6th Avenue and North Airport Boulevard, Pickens sits on approximately 23.5 acres and has over 176,000 square feet of instructional space. In addition, numerous outbuildings are used for storage and offices. We also have five greenhouses that are used for educational purposes by our Horticulture program.

PTC takes pride in keeping all five buildings as clean and functional as possible. Building A, the first building constructed on our campus, was built in 1972. Building E, a modular building, was installed and put into use in the last 15 years. Numerous remodeling and repurposing endeavors have occurred in almost every one of PTC buildings, including a current remodel of Building C, scheduled to be completed October 2023. Several other buildings are located close to or on our campus and are used for various district purposes.

If employees need to request maintenance services from the operations department, there is a ticketing system that is maintained daily, in the order in which they are received.

Our facilities plan was developed out of the Custodial Operations Standards, a procedural manual created by the Maintenance and Operations team at Aurora Public School District. In this plan, everything that is taken *directly from this manual is italicized*.

Personnel - *Custodial staffing and evaluations are under the direct supervision of Custodial Operations Manager*. The Custodial Operations and Training Coordinator provides training, and ensures operational compliance, assists in hiring/placement of personnel. The Equipment and Supplies Specialist provides preventive maintenance, repair, and troubleshooting of district Custodial equipment. It is intended that building administration and Custodial Operations staff work closely together and communicate frequently to assure quality services.*



*This is a district position and is housed at the Maintenance and Operations building.

Policies are implemented to ensure adequate custodial coverage (staggered vacation schedules, etc.). The policy states that no more than two custodians can be on vacation at one time.

Custodial personnel will provide support in preparation and cleanup of activities (job description average of 20 minutes a day should be allocated for this function) during normal working hours.

Note - due to the numerous meeting spaces utilized on an almost daily basis by outside organizations on our campus, our custodians are often asked to spend more than this allotted time on setting up and cleaning up for activities.

A walk around inspection of the building grounds and playground equipment will be performed daily by custodial personnel at the beginning and end of each shift. Inspection will include but not be limited to the following:

Exterior/interior to structural damage/broken: windows/doors or handles, handrails, downspouts, security cameras, lighting fixtures, graffiti, flag pole, cracks/missing surface material, damaged fixtures, swamp coolers, vents, roof ladders, loose wires/cables, security latches, and debris.

Grounds: Identify ground hazards, sprinkler valve covers broken sprinkler heads/pipes, damaged broken trees, downed power lines, broken glass, suspicious packages, excessive debris.

Fire Extinguishers: Fire extinguishers will be inspected for serviceability and documented on a monthly basis. Custodians will maintain the fire extinguisher inspection log for site fire extinguishers on a monthly basis and retain it for a minimum of 1 year.

Exit lights: Exit lights will be inspected for serviceability and documented on a monthly basis. Custodians will maintain the exit light inspection log on a monthly basis and retain it for a minimum of 1 year.



Fire Riser report: Fire risers will be inspected monthly, documented, and reported to Maintenance and Operations. Custodians will maintain a running inspection log for fire risers. Readings will be taken on a monthly basis and submitted to Maintenance and Operations. Records will be kept on site for a minimum of 1 year.

(Fire extinguishers, exit lights, and fire risers are all items required to be regularly inspected by local, state and federal laws).

In addition to their regular cleaning duties, the Pickens custodial crew also is responsible for removing snow from the campus sidewalks and areas that are not parking lots. Area of responsibility may also change during snow removal. Here are the district guidelines for *Snow removal/weather closures*:

Custodians are responsible for 100% of sidewalks.

If district-level Maintenance and Operations have the manpower available, they will assist in removing snow from sidewalks.

Procedures for expected snow accumulation:

Expected snow accumulation of 2" or less, head custodians will report to their site for snow removal at 5:00 AM.

Expected snow accumulation of 2"-5", head custodians will report to their site for snow removal at 4:00 AM. Head custodians are expected to communicate with their custodians to schedule coverage. In the event of expected snow accumulations of significant amounts (6" or more, the Custodial Operations Manager will assign reporting hours to facilitate snow removal).

APS Service levels (the district goal is to keep buildings at Level 2 or Level 1):

Level 1 - establishes cleaning at the highest level. Show quality cleaning.

Level 2 - is the base on which this study is established. This is the level at which cleaning should be maintained. Lower levels for washrooms and similar type facilities are not acceptable.

Levels 3 - 5 reflect decreased level of maintenance due to budget cuts or lack of staffing



When fully-staffed there are 7 custodians, working 3 different shifts: Morning from 6-2:30, Middle from 10-6:30, and evening from 2-10:30. When not fully staffed, the custodians implement a best foot forward cleaning procedure:

The best foot forward procedures includes the following approach to cleaning:

- Snow Removal, Ice Melt Application (Wednesday Night and Thursday)
- Restrooms
- Kids Tech
- Trash/Recycling
- Emergency Critical Care - This includes technicians using his/her best judgment to identify and manage outcomes. Thus, if they feel an area/task needs attention, then our office has encouraged them to produce results reflective of success.

When this approach is put into place, the head custodian also includes in his notification a request for special requests or cleaning needs.

Equipment and supplies - *The Head Custodian will order supplies every month.*

Overview: The physical facilities at Pickens vary in age and condition. As much as possible, all regularly cleaned and maintained to provide appropriate learning space for students and working conditions for staff.

As part of the district cleaning protocols, individual instructors and their classes are responsible for regularly cleaning their shop areas. Classrooms are routinely cleaned and shop areas are deep cleaned several times a year. The district's grounds crew maintains the exteriors of all buildings and also provides regular landscaping services including mowing, snow removal, and tree trimming.

Understanding the challenges of maintaining and cleaning such a large facility has led to our staff and students chipping in to help make a positive difference.

Applicable federal and state laws/codes, city ordinances, and procedures:



The COE Task Member in charge of updating this Operations and Maintenance Plan attempted to reach the appropriate counterpart at APS for this information. After multiple attempts, none of these regulations were provided.

Moving forward, a better, more reliable channel of communication needs to be established between members of the COE Task Force and APS leadership.

A meeting with the applicable persons will take place in order to discuss the means of communicating this information.

Availability of Plan to employees and students:

This Facility Operations and Maintenance is viewable through a shared drive. Teachers and students may view the plan at any time and suggest changes or modifications by going through the proper channels.

Plan Evaluation and Revision process:

Staff (and potential students) participate in a review of this document at the end of every academic year. Suggestions for improvement are provided and recorded. A COE Task Force member reviews the suggestions and makes revisions accordingly.