

Facilities Operation and Maintenance Plan

1 Inventory Control and Accountability

The TCATN IT Coordinator has overall responsibility for the inventory and control of all state property owned by the institution. The TCATN IT Coordinator maintains three equipment inventory lists identifying all state property on TCATN campuses. These inventory lists are provided below:

1. Equipment Inventory Master List (equipment valued \$ 5000 and above)
2. Sensitive Equipment List (equipment valued between \$ 500 and \$ 5000)
3. Computer Hardware and Software Inventory List

All equipment items purchased at a cost more than \$500 will be tagged and recorded on the appropriate inventory list maintained by the TCATN IT Coordinator. All other equipment valued below \$500 will be etched, stamped, or marked in indelible ink with the inscription "TCATN PROPERTY".

Equipment Inventory

Each year a physical inventory must be taken on all moveable furniture/equipment within the institution. The TCATN IT Coordinator will distribute a memorandum to each of its offices stating the inventory process. Each office will be responsible individually for an accurate count of all tagged items plus any non-tagged items located within their common area. These completed lists are to include tag number, description, department, and room number; and will be returned to the TCATN IT Coordinator's Office on a specified date. The TCATN IT Coordinator will be responsible for assigning value to each item.

All current year lists will be reconciled against the previous year equipment inventory lists for tag number, location and disposition. A new master list will be formed from the reconciliation, making current information changes. All items from previous years must be accounted for, placed in their current locations within each office, and items that have been identified as surplus will be removed from the appropriate equipment list and setup for disposal. The equipment identified as surplus property is managed in accordance with Tennessee Board of Regents policy No. 4:02:20:00 (Disposal of Surplus Property).

The equipment inventory lists will remain in the TCATN IT Coordinator's Office. Any office making a location change will notify the TCATN IT Coordinator in order that a current list can be kept at all times.

All equipment purchased will arrive at TCATN Central Supply (Building 1) and be checked by the receiver located in the bookstore for its acceptability. Prior to releasing the equipment to the purchaser (regardless of its value), the receiver will notify the TCATN IT Coordinator for appropriate inventory control actions to be completed. When necessary, the TCATN IT Coordinator will ensure the equipment is tagged or marked for TCATN ownership, assigned its proper location, and immediately added to the appropriate equipment inventory list with proper tag number (if applicable), equipment description, purchase order number, value, and location.

All TCATN employees are inherently responsible to safeguard the institution's property for care, proper use, and security. Training program instructors and department managers have custodial responsibility for all equipment assigned to their work areas. A TCATN State Property/Equipment Responsibility Hand Receipt Form is signed by the responsible employee and maintained on file for critical equipment items.

Whenever TCATN equipment use is required off campus, the responsible employee communicates the requirement to the TCATN IT Coordinator and completes a TCATN State Property/Equipment Responsibility Hand Receipt Form prior to the property/equipment leaving the campus. These hand receipts will be maintained on file in the TCATN IT Coordinator's Office until the property/equipment is returned.

Definition of Equipment

Machinery and equipment consist of all nonexpendable personal property, such as machinery, implements, tools, furniture, livestock, vehicles and other apparatus with a unit cost of \$5,000 or more and a minimum useful life expectancy of three years.

Value of Equipment at Acquisition

The cost of machinery and equipment includes the purchase price, transportation costs, installation costs, and other direct costs of readying for use. Machinery and equipment acquired

by donation, or the intent of donation such as acquisitions of one dollar, should be recorded based on an appraisal of the fair market value at the date of acquisition.

Sensitive Equipment Inventory

Sensitive equipment is defined as equipment critical to the training process or the maintenance of the Physical Plant having a cost exceeding \$500.00 but less than \$5,000.00. Examples of equipment defined as sensitive include the following (but not limited to Computers, Computer Peripherals, Cameras (35mm and Digital), Lenses larger than 200mm, Video Recorders and Players, Video Cameras, Oscilloscopes, Televisions, Voltmeters, Saws, Drills.

When purchased, these items will be charged to supply object code 4540. The TCATN IT Coordinator will assign a property tag number, but place the item on inventory with an inventory value of zero dollars and a notation of the purchase price. The items will be inventoried in the same manner as capital equipment.

Equipment Tags

All equipment must be tagged with a unique identification number. The TCATN IT Coordinator issues property tags. Receiving and tagging procedures are as follows:

1. All equipment should be delivered to IT Coordinator office in Building 2.
2. The TCATN IT Coordinator is responsible for applying and recording a pre-numbered tag.
3. If equipment received must be set up or tested before tagging, the following applies:
 - a) All information related to the equipment such as purchase order number, description, serial numbers, etc must be immediately recorded and given to the TCATN IT Coordinator;
 - b) After the department determines that the equipment is in good working order, the TCATN IT Coordinator's office must be notified (e-mail recommended) so that the equipment can be tagged.
4. The TCATN IT Coordinator should be contacted immediately of any equipment received at locations other than Central Supply in Building 1. The department receiving

such equipment should state the purchase order number, location, description and quantity.

Purchase of Computing/Telecommunications Equipment

Computing equipment is defined as any network device, stand-alone and network computers, printers, and any other associated peripheral device.

Telecommunications equipment is defined as any equipment that connects to the campus telephone switch.

When these types of equipment are purchased, the TCATN IT Coordinator in conjunction with the Information Technology Committee must review each purchase request/requisition for its specifications to ensure compatibility, conformity, and uniformity with the institution's established computer network infrastructure and systems. Final approval of purchases resides with the TCATN President.

Equipment Transfers

Before equipment is moved from one location to another (or transported to a service center for repair), the Transfer of Equipment form must be completed. This form details the original location, the new location, a description of the equipment and the state tag number. If the equipment is being transferred to another department, the receiving department signs the acceptance portion of the form.

Surplus Personal Property

"Surplus personal property" is any personal property that has been determined to be obsolete, outmoded, unusable or no longer usable by the school, or property for which future needs do not justify the cost of maintenance and/or storage.

Personal property of the Tennessee College of Applied Technology Nashville, which has been declared as "surplus" shall be disposed of in accordance with TBR Policy No. 4:02:20:00, "Disposal of Surplus Property".

Institutional procedures for the disposal of surplus property are as follows:

1. The faculty or staff member responsible for inventory control of the personal property must complete a "Surplus Personal Property" disposition form to indicate his/her recommendation for the disposal of the personal property.
2. The person completing the form will submit it to the TCATN President or his designee.
3. The President or his designee shall review the recommendations for disposal and determine the most appropriate method of disposal for the surplus property.
4. The President will submit the fully executed form to the TCATN IT Coordinator who will track the disposal of the property, make appropriate adjustments to the Inventory listing and maintain documentation of the disposal.

It shall be unlawful for faculty, staff or students to obtain, distribute or sell surplus personal property. Further, all employees of the Tennessee Board of Regents System and their immediate families shall be ineligible to bid for or purchase surplus property except by bid at public auction.

Unclaimed Property

"Unclaimed Property" is any item, especially books, supplies, tools, etc., which have been found or abandoned on institutional property.

Institutional procedure for the disposal of unclaimed property is as follows:

1. The instructor or staff member will transfer any unclaimed training materials or other items abandoned in program areas to Central Supply.
2. The TCATN IT Coordinator will record the items and store them in a secure area.
3. Written notification to the owner of the abandoned item(s), if known, shall be mailed. Any items not claimed within 30 days will be transferred back to the training program and used as learning resource materials.

It shall be unlawful for any staff member or student to obtain, purchase, distribute or sell unclaimed property.

Equipment Trade-Ins

When purchasing equipment that is replacing existing equipment that is unusable, the department should specify a trade-in on the requisition form. Details for wording on the form can be obtained from the buyer. This allows removal of the equipment from the campus and lowers the cost of the new equipment.

Missing, Lost or Stolen Property

The following procedures will be followed in cases of missing, lost or stolen property.

a. Immediately notify the TCATN IT Coordinator.

b. Provide the following information:

Description of the missing, lost or stolen item:

- 1) Brand name
- 2) Serial number
- 3) TCATN Property Tag Number
- 4) Purchase date
- 5) Value of equipment
- 6) When the equipment was last seen or used
- 7) Location of the equipment
- 8) Was an Equipment Removal Form initiated on the equipment?
- 9) Was the equipment at an off-campus site?
- 10) When was the equipment discovered missing or stolen?
- 11) Conduct an immediate search of the area

c. Inform TCATN President of the missing, lost or stolen item to determine if an investigation is required.

2 Facilities Housekeeping Schedule

The Facilities Coordinator makes building assignments for completing custodial duties to designated staff under his supervision.

The TCATN Facilities Coordinator and his staff complete daily visual inspections of the campus ensuring adequate, safe and clean facilities are provided for all students, visitors, faculty, and staff. Any discrepancies or deficiencies are documented on a TCATN Facilities Maintenance Form and forwarded to the Facilities Coordinator for immediate action.

In addition to the maintenance staff responsibilities, instructors are primarily responsible for the cleanliness and safety of their program labs through the good housekeeping procedures established in the program.

Each building on TCATN campuses has a designated custodial closet equipped with all the necessary cleaning supplies and equipment required for adequate cleaning and housekeeping. The Facilities Coordinator maintains appropriate inventory levels ensuring the closets are fully shelved and reviews cleaning supply expenditures to evaluate product consumption relative to its effectiveness.

Schedule

One of the goals of the Facilities Coordinator and his staff is to provide a safe, clean, and a healthy environment for visitors, students, faculty, and staff. The following is a tentative schedule of custodial duties. The frequency may vary due to maintenance workload, campus activities, and personnel absences.

Daily Custodial Duties

- Sweep, dust mop, spot mop tile floors
- Vacuum high traffic carpeted areas
- Spot clean entrances and inside glass surfaces
- Spot clean carpeting, remove stains and gum
- Clean and disinfect bathrooms

- Re-supply paper products and soap dispensers
- Clean water fountains
- Empty and remove from buildings all trash from receptacles/containers
- Pick up trash and debris around all buildings and campus grounds
- Clean inside entrance mats
- Set-up and teardown for events in Multi-Purpose Room (Bldg 2)
- Replace burned light tubes, and exit fixtures
- Clean conference rooms

Weekly Duties

- Buff coated floors, damp mop all others
- Vacuum all carpets
- Spot clean walls
- Clean and dust furniture
- Clean entrance glass
- Clean and polish furniture in executive offices

Quarterly Duties

- Strip and re-wax building floors (as needed)
- Clean all building windows
- Clean and dust blinds and vents
- Deep clean carpet
- Pressure wash outside entrance mats

Annual Duties

- Clean vents and blinds

- Vacuum or dust walls, ceilings
- Clean or pressure wash entrances

3 Keys

The Facilities and Maintenance Coordinator is responsible for administration and control of keys. Keys to the facility are disbursed to the appropriate personnel upon approval of the College President.

4 Physical Plant Maintenance Plan and Procedures

Inspections

Timely inspections of the TCATN Physical Plant are accomplished by the Maintenance Department as directed by the Facilities Coordinator. Inspections involve building utility systems including fire protection, security, mechanical and electrical systems. The maintenance staff assigned to each building at TCATN campus locations complete these inspections. Any discrepancies or deficiencies are reported directly to the Facilities Coordinator and documented on a Facilities Maintenance Form for immediate and appropriate action.

Routine Maintenance

Routine maintenance of the physical plant is vital for the Tennessee College of Applied Technology Nashville to successfully accomplish its mission. Routine maintenance involves the physical plant facilities and equipment, training program equipment, campus maintenance equipment, TCATN computer resources, and assigned state vehicles.

Routine maintenance issues are handled through the completion of a TCATN Facilities Maintenance Form. (Refer to Physical Facilities 8.5) Whenever a maintenance item arises within a building or area of campus, a TCATN Facilities Maintenance Form is sent to the Facilities Coordinator via email or campus mail. Items requiring immediate attention are phoned directly to the Facilities Coordinator for emergency action. Once Facilities Coordinator receives the maintenance form (or an emergency call), it is assigned a priority and scheduled with the appropriate staff personnel and /or trade skill program. Each Facilities Maintenance Form has a building location, room number, contact person's name and phone number, date and time requested and a detailed description of the item requiring action. Once the item has been

resolved the shop supervisor records the time and date the form was completed, number of man hours required to perform the work and a list of materials with associated costs. Completed forms are kept on file for three years after date of completion. Emergency work orders are completed within 24 hours, routine work orders are completed within 5 to 30 days depending upon the severity, complexity of the problem and renovation work is forecasted through the Facility, and Campus Improvement Long Range Plan scheduled through the TCATN senior staff meetings. TCATN senior staff meetings are held weekly where renovation work issues can be reviewed and discussed.

Preventative Maintenance

The Facilities Coordinator and his staff perform preventative maintenance on the institution's physical plant for its successful operation limiting the downtime of facilities and equipment possibly affecting the training of students. Preventative maintenance completion is based upon the skills and responsibilities of each maintenance staff member. As part of the maintenance and operation plan, the maintenance personnel are assigned to each building. They are responsible for completing custodial duties as well as monitoring these areas periodically and identifying any problems or potential problems with building systems or equipment such as heat exchangers, pumps, HVAC equipment and ductwork, etc. If a problem is identified, an emergency work order will be initiated and the appropriate personnel will take the necessary actions to prevent any interruption or inconvenience for students, faculty, or staff.

The TCATN Facilities Coordinator has established a schedule of maintenance tasks covering regular and preventative requirements for the Physical Plant for campus locations. Some of the items are listed below:

Daily

- Check entire facility for proper operations
- Empty and dispose of all trash
- Re-stock all restrooms
- Sweep and mop main hall
- Vacuum Student Services and Business Office carpets

- Check operation of HVAC Boilers/Chillers
- Check operation of all air handlers
- Check vehicle operation and servicing
- Secure entire facility at closing of daily schedule

Weekly

- Check all HVAC operations
- Mow grass around main buildings
- Trim grass and shrubs around entire campus
- Wash and clean windows on main building
- Wash and buff main hallway
- Clean and dust furniture in Business Office and Student Services
- Police parking lot

Monthly

- Check and inspect all fire extinguishers
- Check and inspect all exit signs and emergency lights
- Check and inspect all water valves and regulators
- Clean and inspect all interior lighting fixtures

Quarterly

- Replace air filters in HVAC system
- Inventory and order all custodial supplies
- Purchase and re-stock all custodial supplies

Annually

- Inspect and repair all water backflow valves

- Check all belt driven fan control units
- Clean all air intakes and returns

Energy Management

The Tennessee College of Applied Technology Nashville utilizes an Andover system to monitor building heating, ventilation, and air conditioning (HVAC) systems. Sensors are installed throughout the main campus buildings to monitor the local climate for automatic HVAC system adjustment, HVAC system water temperatures, and proper HVAC system operation and scheduling. The Facilities Coordinator for proper operation continuously monitors the HVAC system. When an item is out of predetermined limits, the equipment will indicate an alarm and the Facilities Coordinator will be notified of the problem. In addition, maintenance staff personnel to ensure all items are within acceptable limits check the HVAC system daily.

State Law and Federal Code Compliance

As Physical Plant improvements are accomplished, compliance with relevant state laws and applicable federal codes is incorporated in the planning process for each improvement. The Facilities Coordinator ensures compliance with Tennessee Department of Labor and Workforce Development Division of Occupational Safety and Health (TOSHA) guidelines as well as the Occupational Safety and Health Administration (OSHA) guidelines. The Facilities Coordinator also complies with all applicable federal codes and procedures such as the National Fire Code, Life Safety Code, Standard Building Code, and National Electrical Code. The Facilities Coordinator also consults with the institution's trade skill instructors and their Advisory Committee members to receive the most current information available relative to safety and building code compliance.

5 Maintenance Request Procedure

For equipment repair or assistance from the maintenance personnel a completed Facilities Maintenance Request Form is required for requesting non-routine maintenance or special custodial services.

Routine requests, such as reporting a light out, a room temperature change, spills, or trash removal, may be reported directly to the maintenance office by telephone or electronic mail.

Work Order Request Procedures

All non-routine repairs and maintenance requests must be made on the Facilities Maintenance Request Form as follows:

1. Obtain a Facilities Maintenance Request form from the internal website.
2. Complete the top portion. If repair is requested on equipment, please give state tag number/serial number.
3. Briefly describe the problem.
4. Submit form to immediate supervisor.
5. The Maintenance Supervisor shall complete the "For Office Use Only" section and assign the request to the appropriate staff member.
6. After form signed indicating work completed, the form shall be returned to the Maintenance Supervisor and kept on file per fiscal year.

Requests for maintenance must be received in sufficient time to allow for efficient planning and scheduling. Provide at least five working days advance notice or longer notice for more involved projects. Work Orders that provide less than five working days advance notice or insufficient lead time must have a memorandum attached which explains the reason for the delay in giving adequate advanced notification and contains justification for priority scheduling.

Contact the Maintenance Office if assistance is needed or if there are questions regarding facilities maintenance requests.

6 Capital Projects

TCATN Physical Plant improvements occur by several methods. One method is the submission of Capital Maintenance and Capital Outlay Projects to be included in the Tennessee Board of Regents annual Capital Budget Request. In addition, improvements occur through attrition as maintenance repairs are accomplished throughout TCATN campuses.

Capital Maintenance, Capital Outlay, and Disclosed Capital Projects

As a member of the Tennessee Board of Regents, TCATN must present all Capital Maintenance, Capital Outlay, and Disclosed Capital Projects to the Tennessee Board of Regents for approval and funding through the State Building Commission. These projects include a new construction of a building or structure; a major maintenance, repair, or renovation by direct appropriation or exceeding \$100,000.00; a renovation of any building or structure, which changes the functional use, or operation of space in buildings or structures. Each institution within the Tennessee Board of Regents system must submit a prioritized summary list of capital projects they are requesting. The TBR using a prioritization formula then determines which projects will be submitted to the Tennessee Higher Education Committee and the State Building Commission for funding.

Capital Maintenance Projects

Capital Maintenance Projects are State Building Commission (SBC) approved projects that renovate or replace existing utilities or structures. These projects are prioritized by TCATN and approved by the Tennessee Board of Regents and the State Building Commission. These projects are designed by a professional engineer or architect who prepares the appropriate drawings and specifications to complete the project. These projects are awarded to state licensed contractors through a general bid process. The contractor with the lowest bid and meeting all qualifying factors is awarded the contract.

Capital Outlay and Disclosed Capital Projects

Capital Outlay Projects are SBC approved projects to construct new utilities or structures. These projects are prioritized by TCATN and approved by the Tennessee Board of Regents and the State Building Commission. These projects are designed by a professional engineer or architect who prepares the appropriate drawings and specifications to complete the project. These projects are awarded to state licensed contractors through a general bid process. The contractor with the lowest bid and meeting all qualifying factors is awarded the contract.

7 Motor Pool Vehicles

Tennessee College of Applied Technology Nashville has seven vehicles available for official use by all TCATN employees in the accomplishment of their assigned duties. Guidelines for vehicle operations are outlined in TBR Policy 4:03:02:00. The Facilities Coordinator is responsible for the management of vehicle operation and maintenance for the institution.

Required servicing and maintenance of the institution's vehicles is accomplished by the TCATN Maintenance Department as directed by the Facilities Coordinator. Automotive Technology students may perform designated maintenance under direct supervision of the program instructor to enhance their training environment.

8 Traffic and Parking Regulations

Traffic and parking regulations are established to ensure the rights and privileges of visitors, students, faculty, staff, and others who operate motor vehicles on the Tennessee College of Applied Technology Nashville campus.

All privately owned and/or operated vehicles for use on campus by students and faculty/staff must be registered in the Facility Coordinator and/or Student Services Office and must bear an official registration decal. The speed limit for vehicles on campus is 15 mph. The Facilities Coordinator is responsible for assigning parking spaces.

9 Minors on Campus

The school administration is aware that many of its faculty and staff serve dual roles as employee and parent and that there are often complicating factors that impact these two roles. One such factor is childcare during times of illness, inclement weather, etc., which often necessitates bringing one's child to the campus. While visitors and guests are welcome on the campus, the welfare and safety of the entire student body, and the maintenance of our technical programs, must be placed ahead of all else.

The presence of children (0 months – 17 years) may constitute a distraction or compromise the effectiveness of the learning environment. The school is primarily a place for adults and we anticipate that when children are brought on campus it is normally for a brief

period while parents are conducting administrative business or for a special program for children sponsored by the school.

10 Food and Drink in the Classroom

The general policy of the school is no food or drink in the classroom. However, during special occasions with permission from the appropriate instructor or administrator food and drink in the classroom may be authorized. Instructors and administrators who allow occasional food and drink in the classrooms are responsible for the cleanup and maintenance of the rooms. Failure to maintain cleanliness of rooms will result in loss of this privilege.

11 Smoking Policy

In the interest of the health, safety and property of all Tennessee College of Applied Technology Nashville employee's, students, and guests, effective April 1, 2001, smoking will no longer be allowed in any building or office leased, owned, or operated by the Tennessee College of Applied Technology Nashville.

This policy applies to the use of tobacco products {smoked and smokeless} within buildings and state vehicles assigned to the motor pool.

Background

Health risks of tobacco usage, including exposure to environmental tobacco smoke, and of the use of mouth tobacco are well known to all members of the TCATN community. The failure to address the practice of smoking in buildings at TCATN would constitute a violation of the Americans with Disabilities Act and the Vocational Rehabilitation Act. After verification of the legitimacy of complaints received from faculty, staff, and students with legitimate disabilities, consultation with appropriate medical professionals and upon recommendation of the appropriate college officials charged with implementation of these laws, it is our determination that this policy is a reasonable accommodation as defined by federal law.

Application

- Tobacco-Free Campus Policy

No Smoking Allowed Tobacco use is not permitted in any TCATN owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by TCATN. The new policy became effective Fall Semester 2013 (starting November 12, 2013). This policy applies to all faculty, staff, students, contractors and visitors and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as, smokeless electronic cigarettes and other similar devices. Penalties for violating this policy are as follows:

Students

Student violations should be reported to Security or Dean of Students.

- First offense. Verbal warning from Dean of Students
- Second offense. Probation
- Third offense. Suspension

Employees

Employee violations should be reported to immediate supervisor.

- First offense. Written record of conversation
- ☒ Second offense. First written warning
- ☒ Third offense. Second written warning
- ☒ Fourth offense. Termination

Compliance

It is the responsibility of all members of the TCATN community to observe this smoking policy. Complaints relating to the implementation of this policy should be referred to the College President. If necessary, disciplinary actions will be initiated consistent with center policy.

12 Snow/Ice Removal Policy

Responsibilities

The Facilities Coordinator is responsible for and will implement a plan of action when unsafe conditions exist or are developing. The Facilities Coordinator will monitor on-campus conditions and notify the President when potentially unsafe conditions appear to be developing.

Plan Activation

This plan will be activated in the event of a significant amount of snow accumulation and/or freezing rain, snow showers that produce a glazed surface, or otherwise unsafe conditions on campus roads or walkways.

Action Plan

1. The Facilities Coordinator will initiate an inclement weather work call and proceed with a systematic clearing schedule.
2. Workers will proceed to remove snow and/or apply deicing materials beginning with those walkways and roads most frequently used and strive to have main walkways cleared prior to the start of the day's classes.
3. Workers will place "Caution Wet Floor" signs inside building entrances.
4. Workers will place extra floor mats at entrances to minimize water being tracked into buildings.
5. Inspections will be made by the Facilities Coordinator with periodic reports to be made to the President. Frequency will be based on the severity of the condition.
6. The Facilities Coordinator will monitor conditions throughout the unsafe period and initiate re-clearing when needed.

Review

This plan will be reviewed annually, at least, and revised as deemed necessary