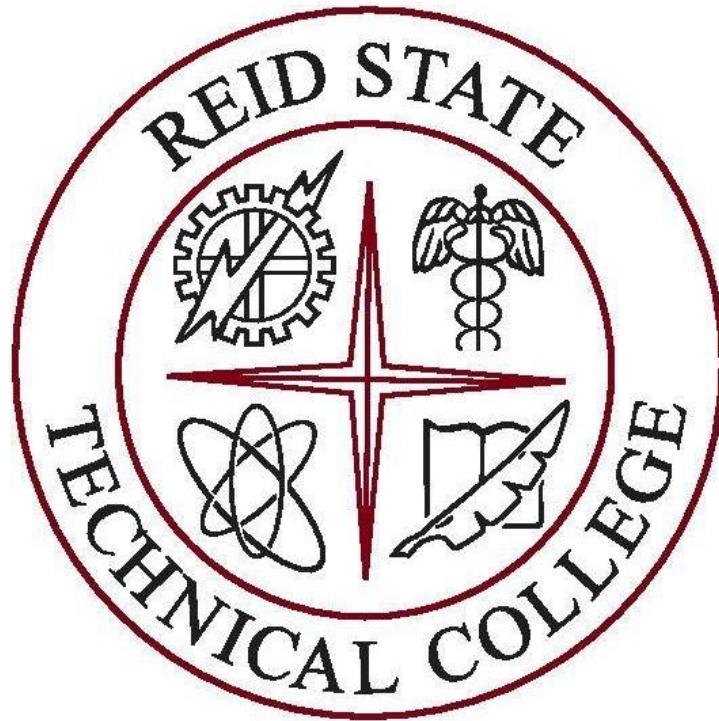


# REID STATE TECHNICAL COLLEGE

“The College that Works”



Plan for the Ongoing Operation  
and Maintenance of Physical  
Facilities, Technical Infrastructure,  
and if applicable, Distance  
Education Infrastructure

2023

## Hours of Operation

The college is open Monday through Thursday from 7:30 a.m. to 4:30 p.m. and Friday 7:00 am to 1:00 p.m. Evening classes are offered Monday through Thursday between 4:30 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.

| Campus Locations                                  |  |   |
|---|--|---|
| Main Campus<br>100 Hwy 83<br>Evergreen, AL. 36401 | Lurleen B Wallace Community<br>College Instructional Service Center<br>750 Greenville By-Pass<br>Greenville, AL. 36037 | Monroeville Commercial Truck<br>Driving Site Instructional Service<br>Center<br>188C Sheffield Rd<br>Monroeville, AL. 36460 |

## Introduction

Reid State Technical College (RSTC) employees commit themselves to provide an environment conducive to learning and success to empower students to achieve their career goals and to develop their ultimate potential. The purpose of the Operations and Maintenance plan is to ensure RSTC provides the facilities, supplies, equipment, and technical infrastructure necessary to support the success of our students and personnel.

## Personnel

The maintenance department is comprised of the Coordinator of Facilities Project and Plans, Building and Grounds Superintendent, and Maintenance technicians. This staff work together to oversee that facilities are maintained, and operations are sufficient to meet, and/or exceed, the need of all students, personnel, and visitors to campus.

## Staff Training

RSTC shall provide documented training, whether formal or informal on-the-job training, to all maintenance/custodial technicians. Part of the training will include the Facilities Plan, Operation of all equipment necessary for day-to-day operations, and any preventive maintenance of equipment. This document serves as the basis for RSTC's plan for the operation, maintenance, and improvement of the physical plant. This manual is revised by the facility committee on an as-needed basis. The custodial handbook assists custodians with proper cleaning procedures, safety, and professionalism. The handbook is on file with the Coordinator of Facilities Project and Plans and the Executive Director of Finance. The custodial staff maintains the safety and cleanliness of the campus according to an established schedule that describes each staff's assignment (Exhibit A). RSTC maintenance staff are provided with proper health and safety equipment since they could potentially encounter bodily fluids.

The buildings on Evergreen Campus are divided out among the technicians for custodial and general maintenance areas. The Greenville campus custodial and general maintenance is provided the school system. The Monroeville campus custodial is provided by RSTC and the maintenance is provided by the City of Monroeville.

## Equipment and Supplies

The Coordinator of Facilities Project and Plans, the Buildings and Ground Superintendent and Maintenance Technicians work closely with the Executive Director of Financial Services to place supply orders. These individuals will also monitor the stocked supplies availability, so items used daily are always on hand. This also ensures the staff has all the equipment necessary to perform their job duties. The funds for purchase are reviewed yearly in the

budget process and allocated in the appropriate departmental budgets.

Employees submit requests for IT and maintenance and repairs through an email ticket system. The system will assign a department based on information provided in the help ticket. Major repairs and capital improvements are requested through the office of the Coordinator of Facilities Projects and Plans.

### **Relevant State Laws**

RSTC is governed by the Alabama Community College System and under the State of Alabama Risk Management. Any projects forthcoming To Reid State Technical College are governed by the Alabama Department of Finance, Real Property Management Division of Construction Management.

### **Plan Availability**

Students are shown during their orientation class where the plan is available online. The plan is posted to information boards in program areas. Employees are made aware of the plan location during professional development and college assembly.

### **Plan Evaluation**

RSTC evaluates the Operation and Maintenance Plan yearly during the Facility Committee Meetings. The committee looks for potential facility needs and/or any technology infrastructure needs requiring improvement.

**Exhibit A**

**Maintenance/Custodial**

Building \_\_\_\_\_

**Inside the Building**

Daily

Sweep Floors  
Empty Trash Cans  
Clean & Sanitize Bathrooms

Weekly

Water Inside Plants  
Remove Webs

Bi-Weekly

Vacuum Carpet  
Clean Glass Doors  
Clean Windows  
Mop & Buff Floors  
Dust Furniture

**Outside the Building**

Daily

Pickup Paper, Cigarette Butts,  
Etc.  
Empty Trash Cans  
Clean Sidewalks

Weekly

Water Shrubbery & Plants

Seasonal

Mow the Grass  
Weed Eat Grounds  
Cut Hedges  
Remove Leaves  
Edge Sidewalks  
Fertilize Lawn  
Fertilize Shrubs  
Spray Weed Killer

**Monthly**

Check Building Roofs

Check HVAC Systems

**Miscellaneous (As Needed, In-House)**

Change Light Bulbs  
Keep Supply Room Stocked and Clean  
Assist Faculty and Staff  
Plumbing Repairs

Service Equipment  
Assist with Deliveries  
Move Non-Serviceable Equipment & Furniture to  
Warehouse

**Miscellaneous (As Needed, Out-Sourced)**

Service, Wash, & Vacuum all College Vehicles  
Service & Replace Filters on HVAC Systems Quarterly  
Deep Clean, Including all Floor Coverings as Needed

## **Facilities Committee Annual Meeting - Minutes**

06/02/2023

### **Members in attendance:**

Lynne Steadman

Jody Williamson

JB Wilkins

Marcia Davison

Wesley Stallworth

Casey Barlow

Earnest Grace

Dr. Coretta Boykin

### **Topics Discussed:**

Cleaning up of all mechanical/AC rooms.

Campus Wide Shredding

Items for Bid Sale

Building 200 Computer Lab, work with IT to move wires.

Discussed updates being made to buildings on campus.

Discussed entering help tickets when maintenance is needed.

Reviewed the Operation and Maintenance Plan

Reviewed the RSTC Maintaining, Replacing or Disposing of Obsolete Equipment Plan

Send emails outs asking for employees to start gathering items for bid sale and shredding. Mark the items and notify maintenance to come pick up.

Remind all employees to start using the maintenance ticket system online when requesting maintenance.