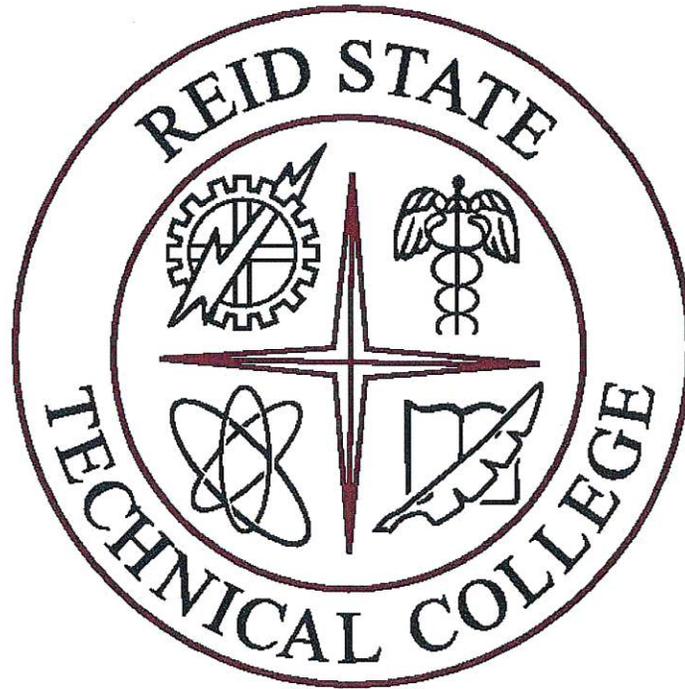


# REID STATE TECHNICAL COLLEGE

“The College that Works”



## Operation and Maintenance of Physical Facilities Plan

2025

### Mission

Reid State Technical College is an associate degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

### Vision

Reid State Technical College will be the premiere, dynamic and innovative college that empowers learners, transforms lives and enhances communities in a globally competitive environment.

### 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:

Evergreen Campus  
100 Hwy 83  
Evergreen, AL 36401

Monroeville Commercial Truck  
Driving Site - ISC  
Truck Driving Site  
188 C Sheffield Road  
Monroeville, AL 36460

Georgiana ISC  
435 Meeting Ave  
Georgiana, AL 36033

## **Purpose**

The purpose of the Physical Facilities Plan is to address and maintain the adequacy and improvement of Reid State Technical College campus and to provide guidance for the operation and maintenance of the facilities.

## **Adequacy and Improvement of Physical Facilities**

Reid State Technical College (RSTC) employees commit themselves to providing an environment conducive to learning and success to empower students to achieve their career goals and to develop their ultimate potential. For major improvements to the physical facility, Reid State Technical College utilizes a Master Facility Plan. This is a 5-year overview of the college's significant projects and capital expenditures. This plan is reviewed by the Coordinator of Facilities Project and Plans, Executive Director of Financial Services, the President of the College, and a member of the Alabama Community College System Office. Goals and objectives for capital investment are planned each year through the budgeting process.

## **Operation and Maintenance of Physical Facilities**

Reid State Technical College employs a Coordinator of Facilities Projects and Plans, a Building and Grounds Superintendent, and Maintenance Technicians for day-to-day facility operations. The Maintenance/Custodial schedule is used for all campus locations.

### **1. Custodial Care**

Maintenance technicians perform custodial care. They clean the campus and non-main campuses daily, which is necessary to maintain high health and safety standards. The duties and responsibilities for custodial care are defined in the job description and under the supervision of the Executive Director of Financial Services. When a faculty or staff member reports a problem beyond the technician's capability, the Coordinator of Facilities Projects and Plans is contacted via phone or email to coordinate how the issue will be resolved. See the attached cleaning/maintenance worksheet.

### **2. Preventative Maintenance**

The school maintenance department or a third-party contractor completes preventative maintenance of heating, ventilation, air conditioning, and other facility systems and equipment.

### **3. General Maintenance and Repair**

General maintenance and repairs are identified through routine observation and performed as needed. Regular inspections ensure the college meets all Federal, State, and Local Codes.

Employees can request additional assistance with maintenance and repairs through the college Maintenance and IT Help Desk Ticket System.

To track repairs or enhancements and the current state and potential growth of the facilities, the college maintains a Master Facility Plan. This plan is revised annually. The Alabama Community College System, which governs Reid State Technical College, requires each institution to maintain this plan and a facility inventory list. This plan allows the college to project areas of new construction, renovation and remodeling, capital equipment projects, and any deferred maintenance over a one-to-five-year time frame.

### **4. Grounds keeping**

The maintenance department of Reid State Technical College provides landscaping and grounds care on an as-needed basis.

## **5. Local, State, and Federal Law**

Reid State Technical College follows all local, state, and federal laws. It is governed by the Alabama Community College System and is under the State of Alabama Department of Risk Management.

### **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. The facility committee has revised this manual as needed. The Physical Facilities Plan will assist custodians with proper cleaning procedures, safety, and professionalism. The plan 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 member's assignment (Exhibit A). RSTC maintenance staff are provided with proper health and safety equipment since they could potentially encounter bodily fluids.

The technicians are divided among the buildings on the Evergreen Campus and the Georgiana Instructional Service Center for custodial and general maintenance repairs. RSTC provides custodial services for the Monroeville campus, and the City of Monroeville provides maintenance.

### **Inventory/Ordering of Equipment and Supplies**

The Alabama Community College System Board of Trustees requires Reid State Technical College to capitalize all property and conduct an annual physical inventory of capitalized items. The physical inventory list is prepared by the Accounting Clerk/Bookstore Manager. This employee properly maintains all documents, ensures all new equipment is labeled and documented at the time of purchase, and makes sure all documents are readily accessible. The Accounting Clerk works with the appropriate departments for annual checks, physical assessment of equipment, and removing any items no longer viable to the department or college. These items are disposed of through a surplus sale.

The Facilities Project and Plans Coordinator, 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.

### **Plan Evaluation**

Reid State Technical College evaluates the Physical Facilities Plan yearly during its Facility Committee meetings. The committee is looking for potential facilities and/or maintenance needs that require improvement. The identified concerns are addressed on an as-needed basis as available resources and budgets are approved.

Exhibit A

Maintenance/Custodial

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/Equipment Committee Meeting

### Minutes

3-3-2025

The meeting was called to order at 8:01 AM

All members were thanked for their time.

All changes to the Physical Facilities Plan were discussed.

The vote was unanimous for the changes.

Facilities and equipment needs were discussed.

Jazzma Seay asked could bi-weekly mopping be changed to weekly, Lynne Steadman said she would discuss this with maintenance.

Ann Nobles stated that they need more training and control of the new HVAC system in building 200. Casey Barlow said that he had met with Trane last week to work on this.

Derrick Lett stated the welding building had some lighting that was not working, maintenance is working on this now.

Wesley Stallworth stated to gain more storage in the warehouse every department needs to schedule a time to come look at their items and decide if they are still needed or could be sold in a bid sale.

Casey Barlow stated that the mechanical rooms in the buildings should not be used for storage, and must be cleaned out. Lynne Steadman stated she would have maintenance check the rooms.

Casey Barlow asked if there was any more discussion, and asked for a motion to adjourn.

Ann Nobles made a motion to adjourn.

Jazzma Seay second the motion.

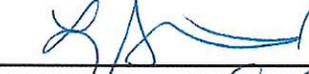
The meeting was adjourned at 8:35AM

Facilities/Equipment Committee Meeting

Sign In Sheet

3-3-2025

Please Sign and Print Name:

1. Carroll Byrd-Lyman 
2. Mennie Carstanphen Mennie Carstanphen
3. Marcia Davison Marcia Davison
4. Jazzma Seay 
5. Ann Nobles 
6. Dezrick Lett Dezrick Lett
7. Tina Rankins-stanton Tina Rankins-stanton
8. Lynne Steadman 
9. Wesley Stallworth 
10. Casey Barber 
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_