

Adult & Community Education, Columbus City Schools
HVACR
Operation and Maintenance of Physical Facilities/Technical Infrastructure,
and, if applicable, Distance Education Infrastructure Plan
Council on Occupational Education, Standard 6

Objective

To provide and utilize a plan to ensure ongoing operation and maintenance of physical facilities, technical infrastructure and distance education infrastructure

Purpose

This plan will help ensure that Adult & Community Education (ACE), Columbus City Schools (CCS) identifies responsible persons to implement a plan that provides for necessary and ongoing operation and maintenance of physical facilities, technical infrastructure, and distance education needed to support functionality of students' learning environments.

Council on Occupational Education

This plan helps meet criteria for COE Standard 6, Objective 6-1: *to verify the presence and adequate maintenance of physical resources and technical infrastructure essential for institutional operations and achievement of the objectives for each program offered; and 6-2: to ensure that the physical resources provided for the protection of the health and safety of students, faculty, administrative staff, and visitors.*

Implementation of the HVACE Operation and Maintenance of Physical Facilities, Technical Infrastructure, and, if applicable, Distance Education Infrastructure Plan

The Director of Adult & Community Education and the Operations Coordinator are responsible for implementation of the HVACR Operation and Maintenance of Physical Facilities, Technical Infrastructure, and Distance Education Infrastructure Plan.

Strategies Used to Facilitate the HVACR Operation and Maintenance of Physical Facilities/Technical Infrastructure, and if applicable, Distance Education Infrastructure Plan

- **Identify the necessary operations of the physical facility.**

The ACE program staff and faculty are committed to providing training, services, and support to adults and employers 12 months per year at convenient times for students.

The facility provided complies with fire and safety laws and regulations, relevant state law, and applicable federal codes and procedures and is adequate, safe, clean, well-maintained, secure, and free of hazards. It is accessible to students and located on a bus line. Every effort will be made to meet reasonable accommodation requests to maintain compliance with the Americans with Disabilities Act. The facility is in an area where the target population lives and works and is readily identifiable as an instructional site appropriate for an adult learning environment.

The facility has a secure storage area available for records, supplies, and equipment located in a secured room in the back of the Multipurpose Room at the main campus located at 2323 Lexington Avenue, Columbus, OH 43211. ACE administration and custodial staff are the only individuals with access.

Provide adequate maintenance for the physical facility and technical infrastructure.

- **Facility**

The facility is housed in a safe, physical environment with adequate space, utilities, and access to equipment, which are necessary for an adult-appropriate learning environment. Classroom space is assigned based on program need. Adequate parking space is provided to faculty, staff, and students.

Full-time custodians are employed to provide daily cleaning of the campus, including regularly removing trash from instructional and non-instructional areas, cleaning and disinfecting all classrooms and open areas, and performing ongoing maintenance.

Staff are instructed to notify the Operations Coordinator when there is excess or broken equipment or furniture that should be removed.

- **Technical Infrastructure**

Columbus City Schools IT department is responsible for managing the technical infrastructure, arranging for staff access to the school's technology, and providing technical assistance to faculty and staff.

- **Distance Education**

At this time, ACE does not offer distance education courses.

- **Budget**

The facilities budget, including costs for custodial staff and utilities support, is provided by CCS Office of Buildings and Grounds/Custodial Services. Active work requests and completed work requests are scheduled and maintained at the district level.

- **Utilize surveys to improve all physical facilities.**

ACE utilizes the Columbus Education Association (CEA) Staff Survey to all staff and faculty to assess their satisfaction with the physical facilities and technical infrastructure. ACE strives to earn a rating of Strongly Agree (SA) or Agree (A) by the majority of survey respondents.

As part of the End-of-Program Evaluation Survey distributed to them, students are asked to assess their satisfaction with the facility. ACE strives to earn a "3 plus" rating (out of 5) by survey respondents.

The HVACR Operation and Maintenance of Physical Facilities, Technical Infrastructure, and, if applicable, Distance Education Infrastructure Plan is made available to students, ACE staff, and the public through its posting on the ACE website.

Annual Plan Evaluation

The HVACR Operation and Maintenance of Physical Facilities, Technical Infrastructure, and, if applicable, Distance Education Infrastructure Plan will be reviewed no less than annually by the Director of Adult & Community Education, Operations Coordinator, and staff and revised as necessary.