



Boone Career and  
Technical Center

*Your Goals. Our Mission.*

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

### **Scope of Services**

Boone Career and Technical Center is one of thirteen schools under the jurisdiction of Boone County Schools. The operation and maintenance of physical facilities is managed by the county maintenance department. Technology is managed by the county information technology department.

### **Budgetary Resources**

Funds to operate and maintain the physical facilities of BCTC are allocated by the West Virginia Department of Education and administered by Boone County Schools.

### **Major Activities**

The Boone Career and Technical Center complies with the laws governing the State of West Virginia and all federal codes related to the operation and maintenance of the facility. The Boone County Schools maintenance department maintains the facility. Outside contractors and vendors are utilized as necessary for facility upgrades, construction, and repairs. Work orders are managed and assigned to departmental staff by the maintenance director. Staff members are notified when the work orders have been completed. For immediate assistance, maintenance personnel are available to provide an emergency response.

The Boone Career and Technical Center's program advisory committees meet twice a year to provide recommendations for updating equipment and classroom needs. The Boone County Schools technology department updates and maintains the technology utilized by the Boone Career and Technical Center. The director, instructors, and the adult leadership team may recommend the purchase of additional technology.

The school provides emergency evacuation procedures in every room on campus. Staff members have been trained to carry out emergency procedures. Mandatory fire and lock-down drills are conducted regularly per state law. The building is properly vented to eliminate noxious fumes; all flammable products are contained in non-flammable storage cabinets and/or outside storage buildings. Sidewalks are maintained to prevent accidents, including snow removal. The campus provides disabled parking. There is a surveillance monitoring system for the interior of the building. Hand sanitizing stations and eye wash stations are accessible throughout the building. In-house custodial services are available days and evenings.

## **Evaluation**

The plan will be reviewed and revised annually by the administrator with input from the county school superintendent and maintenance director. The BCTC director/administrator seeks input from ACE faculty members and shares information about the operation and maintenance of facilities annually.

- **Personnel**- Maintenance personnel are evaluated annually by the Maintenance Director. The Maintenance Director is evaluated annually by the Superintendent.
- **Equipment**- Non-instructional equipment needs are evaluated annually through student surveys, advisory council input, and administrative and staff observations. Facility needs are communicated by the BCTC director to the superintendent of Boone County Schools. Equipment purchases must be approved and budgeted during annual appropriations meetings by Boone County Schools and the board of education. Quotes and bids must be secured to obtain approval to make large purchases.
- **Supplies**- Supply needs are evaluated throughout the year through student surveys, advisory council input, and administrative and staff observation. Items must be approved by the Boone County Schools' superintendent. The Boone Career and Technical Center's Faculty Senate meets regularly to review and approve purchases of supplies using faculty senate funds.
- **State & Federal Law/Codes**- The maintenance director schedules regular fire inspections with the WV State Fire Marshall and plans accordingly with the superintendent for all required updates. The maintenance director will continue to work with the Fire Marshall on all facility updates. The maintenance director completes regular updates provided by the Occupational Safety and Health Administration (OSHA). The Boone Career and Technical Center is regularly inspected by the county health department and works with the health inspector to comply with all state regulations.
- The maintenance director and maintenance department review work order requests, supply requests, and equipment needs annually to plan for future facility needs. Facility needs are communicated to the Superintendent as needed.