

Operations and Maintenance of Physical Facilities/Technical Infrastructure Plan

PURPOSE

The purpose of this plan is to address the adequacy and improvement of the school facilities, ongoing operation and maintenance, and technical infrastructure.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the Operations Director.

IMPLEMENTATION

The implementation of this policy is delegated to the administrative personnel of the school.

APPLICABILITY

This policy applies to all school facilities and technical infrastructure.

EFFECTIVE DATE

January 1, 2021

POLICY

- Physical Facilities
- Liability Insurance
- Technical Infrastructure
- Security
- Personnel for School's Daily Operation
- Personnel for School's Maintenance
- Equipment and Supplies
- Repair and Maintenance Provisions
- Technical Infrastructure Maintenance
- Relevant State Law and Applicable Federal Codes and Procedures
- Evaluation by Fire Marshal
- Accident and Incident Reports

Physical Facilities

The school offers one convenient location in Fort Lauderdale at 830-840 East Oakland Park Boulevard #113, Fort Lauderdale, FL. 33334, easily accessible by public and private transportation. There is plenty of parking available for students, faculty, and staff, including reserved handicapped parking spaces. The facility of 2,800 square feet includes a reception area, a lounge-snack area, one classroom, an area for student's lab-work as well as services, a media services-resource center, one administrative office, one faculty office, and three restrooms. The lab services area is equipped with the necessary tools, supplies and equipment for students to practice and offer the required supervised services of our barber programs. Our aim is to immerse our students in a learning experience through the form of hands-on activities with relevant devices and tools of today's barber industry. The facility is centrally air conditioned and well lighted, in compliance with state and county regulatory agencies, as well as provide a safe and inviting environment that fosters learning.

The classrooms/labs contain all equipment and supplies needed to complete the theory and lab portions for all programs offered at the school, including technical equipment (see Program Outline for equipment list).

Liability Insurance

The school maintains a liability insurance.

Technical Infrastructure

Our institution understands the criticality of technology infrastructure in today's business and education. As part of the technology, the school counts with and maintains the following:

Internet Services – Internet services are contracted through Comcast.

Wi-Fi services are available to all personnel, students, and visitors.

Computers – for school staff and faculty (password protected). The computer available at the Media Center is also password protected. School computers have original licenses for MS Windows and MS Office, as well as UpToDate antivirus software.

Printer/copier/scanner – for school personnel and students.

Protected Cloud Service – Dropbox for secured electronic documentation storage. The application is password protected and offers data security, encryption, an automated backup system, and disaster recovery.

Smart – Information is also stored in the cloud based secured SMART and FAME education management systems. The applications are password protected and offers data security, encryption, an automated backup system, and disaster recovery.

Security

Cameras – The school camera system monitors and records on a permanent basis all activities at the school.

Student Records – All students' documents, progress, transcripts, attendance, and evaluations are stored physically in a locked fire-proof cabinet located in the administrative offices.

Staff and Faculty Records – Administrative personnel records as well as faculty are also maintained in the locked fire-proof cabinet, located in the administrative office.

Personnel for School's Daily Operation

The school administrative personnel are responsible for the school's daily operation. They conduct their duties according to their job descriptions and are supervised by the School President. The school physical facilities and technical infrastructure are a responsibility of all employees, as their daily use impacts their maintenance. School personnel are encouraged to report any maintenance or hazards to be dealt immediately. All requests are directed to the School President.

Personnel for School's Maintenance - The school's physical facilities are maintained the building management hired personnel, and also by the school owners. The school may contract personnel

depending on the project needs. Maintenance is coordinated by the School President and Operations Director.

Equipment and Supplies

The equipment and supplies necessary for the school operation as well as for instruction are maintained with the outmost standards for safety and availability to personnel and students. Appropriate equipment and supplies for the maintenance and housekeeping are purchased as needed by the School President and Operations Director.

Repair and Maintenance Provisions

Expenses for equipment repair, maintenance, and replacement are included in the budget allocated to this plan. Such requests are to be made directly to the School President or Operations Director and will be dealt accordingly.

Technical Infrastructure Maintenance

The maintenance of the school's technical infrastructure is contracted by an experienced and trusted family member.

Relevant State Law, Applicable Federal Codes and Procedures

School facilities shall be maintained in accordance with local, state, and federal laws. The school shall display the license to operate and all appropriate permits in the school's reception area. Fire extinguishers are to be maintained and inspected annually. The physical plant will comply with Americans with Disabilities Act based on the needs of students and staff. Every effort will be made to meet reasonable accommodation requests. Referrals regarding reasonable accommodations will be made to outside agencies when indicated. The school will conform to all relevant building codes. Fire evacuation routes are posted in each room of the school as eye level.

Annual Evaluation by Fire Marshal

On an annual basis adequacy of facilities and safety are evaluated by the local fire marshal to ensure compliance. All fire marshal inspections shall be kept on file in the administration office. Any deficiencies shall be brought to the attention of the Operations Director for immediate correction.

Accident and Incident Reports

Accident and Incident reports are considered at the time of evaluating the effectiveness of the Operations and Maintenance Plan and propose new implementations and strategies. Accidents and incidents are dealt with following the procedures established in the Health and Safety Plan included in this policy manual.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this plan is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to operations and maintenance.

BUDGET

The budget necessary for the implementation of this policy is allocated under the line item "Operations

and Maintenance” each January as part of the school’s projected budget for the year. Revisions to the budget are to be approved by the School President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Students and graduates
- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy’s effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school’s strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school’s Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school’s Policies and Procedures Manual to be in effect for the year. This policy is also published in the school’s public website under “About Us”.