



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Operation and Maintenance of Physical Facilities and Technical Infrastructure		COE Standard: 6
Review/Revision:		Next Scheduled Review/Revision:	12/2025
Annual Budget Allocation:	\$15,000	Publication(s): Vocational Training Institute Website	

Objective/Purpose

The objective and purpose of the Operation and Maintenance of Physical Facilities and Technical Infrastructure Plan is to provide and manage a facility and infrastructure that can support the institution's current and future needs in terms of capacity as well as technological characteristics.

Roles and Responsibilities

Role	Responsibility
Schaefer & Associates, Property Mgmt	Repair and improvement of major structural issues.
	Repair and improvement of parking lots.
	Exterior parking lot lighting maintenance.
	Fence installation and maintenance warranty
President	Budgetary approval and authorization of maintenance and/or repairs not covered by the property management company.
	Responsible for contacting/hiring all contractors needed for improvement of physical and technical facilities.
	Responsible for improvements of all office, classroom, and lab equipment and technical infrastructure.
	Responsible for oversight of IT infrastructure.
	Trash (exterior) pickup in walkway cans and dumpster
Mantle Solutions, IT	Responsible for maintaining and implementing any improvements need to IT infrastructure
	Responsible for replacing and maintaining all computers utilized by staff and/or students and accompanying security features.

	Responsible for maintaining server, antivirus, firewall and ransomware protection.
Education Director	Responsible for gathering input and feedback from students and staff regarding physical facilities and technical infrastructure needs.
	Responsible for reporting needs/requirements to President and all HVAC (interior/exterior) and electrical (interior and exterior lines) maintenance
	Responsible for ensuring physical resources are compliant with state laws, federal codes and procedures.

PERSONNEL

The President is the person primarily responsible for the maintaining the continued operation of all physical facilities and technical infrastructure. The Education Director and/or the President ensures all reported issues are addressed.

Improvements

- Vocational Training Institute will allocate a portion of the yearly budget to institutional physical improvements. All improvements such as remodeling of offices, classrooms, and labs are initiated, managed and approved by the President in coordination with and approval by the Chief Executive Officer.
- Improvements are also triggered by the growth of the Institution in comparison to the original budget created for each respective calendar year. The Administration meets regularly with staff to evaluate improvement budgets, input or suggestions and/or emergency repair situations (if any) and approve the improvement expenses for the month.

Technical Infrastructure

Improvements to the technical infrastructure are approved by the CEO and President in consultation with Mantle Solutions to develop a plan and budget to ensure that the necessary improvements are made in a timely manner to ensure successful educational outcomes for students in affected programs Mantle Solutions is responsible for the following:

- IT
- IT Back-ups
- Emails (new, deleted, security features)
- Computers
- IT security infrastructure

Follow-Up

Plan Effectiveness/Review

Facility/campus needs are to be discussed at staff and advisory committee meetings. The Institutional Survey and Program Survey contain relevant sections for the students to evaluate campus facilities and technical infrastructure. A section is included for student comments and suggestions.

Evaluation and Improvement

The Operation and Maintenance of Physical Facilities and Technical Infrastructure is evaluated annually by Vocational Training Institute's Administration and Staff. Input from students and employees through the Student Exit survey and faculty/staff meetings is reviewed and taken into account.

