

# **Academy of Careers and Technology**

**Plan for the Operation, Maintenance, and  
Improvement of the Physical Plant**



390 Stanaford Road  
Beckley, West Virginia 25801  
304-256-4615  
Preparing Students for Their Future  
<http://wvact.net>  
<http://facebook.com/wvact>

TABLE OF CONTENTS

Personnel..... 1

Equipment and Supplies.....2

State and Federal Laws.....3

Health and Safety.....4

Building Insurance.....4

Availability to Employees and Staff..... 4

The Operation, Maintenance, and Improvement Plan for Academy of Careers and Technology (ACT) follows guidelines established by Raleigh County Schools. The purpose of this plan is to ensure that ACT provides a clean, safe, and quality learning environment that supports the mission of the institution.

### **Personnel**

The principal is responsible for ensuring that ACT provides students and staff with clean, safe, and adequate facilities with appropriate utilities for classrooms, offices, restrooms, meeting areas, parking, etc. Custodial staff are responsible for daily cleaning which includes removing all trash from instructional and non-instructional areas, dusting surface areas, sweeping, mopping tile floors, cleaning and disinfecting all bathroom surfaces, and installing paper towels, soap, and tissue as required. Supplies needed for cleaning are requested by the custodial staff to Raleigh County Schools Auxiliary Services. The custodians provide basic cleaning supplies for instructors and staff to take care of general classroom clean-up and emergency situations. Administrative staff conducts routine checks to ensure that the building is clean and safe.

Teachers and other staff are responsible for inspecting their work area and notifying the administration of any issues that need addressed.

## **Equipment and Supplies**

Equipment and supplies purchased for instructional purposes meet all required safety standards. Equipment and supplies purchases are made through vendors approved by the West Virginia Department of Education and the State of West Virginia Purchasing Department

ACT's Principal is responsible for handling any problems with equipment maintenance that arise. Faulty equipment is repaired or replaced immediately to ensure the safety of staff and students. Identified safety issues are discussed immediately with ACT's Principal and Assistant Principal who take immediate appropriate action. The supplies used by instructors and students are maintained in appropriate condition adhering to infection control and standard precautions and in compliance with OSHA Standards.

### **Equipment and Supplies Procurement**

For CTE purposes, equipment is defined as non-consumable items with a life expectancy of more than one year.

At the end of each school year, teachers should submit, to the Director/Principal, a list of supplies using the county requisition or a school purchase order request. This list should include the vendor information and detailed pricing, including shipping and other costs. If this can be obtained in the form of a quote, it will make ordering easier. A school or county purchase order will be issued and then the teacher will be responsible for ordering the supplies, confirming receipt of all materials and then submitting receipts to the financial secretary. Requests for new equipment should be submitted when needed. The teacher should first seek input and approval from their advisory committee and obtain a LEA 6 form that is signed by the advisory committee chairman. A county or school purchase order request form should be completed at the direction of the Director/Principal and include the vendor information and detailed pricing, including shipping and other costs. If this can be obtained in the form of a quote, it will make ordering easier. A school or county purchase order will be issued and then the teacher will be responsible for ordering the equipment, confirming receipt of the equipment and then submitting receipts to the financial secretary.

### **EMERGENCY REPAIRS or SUPPLY NEEDS**

Because county and state guidelines dictate that all purchases be supported with a purchase order, emergency repairs and purchases will be handled as follows:

1. Notify the administration of the emergency need.
2. The Administration will procure an expedited purchase order the same day in most cases
3. If an expedited purchase order cannot be obtained, one of several 'open purchase orders available for local businesses where emergency supplies can be purchased may be used.

### **State and Federal Laws**

ACT facilities are maintained in accordance with local, state, and federal requirements. Licenses to operate are prominently displayed.

Material Safety Data Sheets (MSDS) for cleaning supplies are available and custodians are trained in the use of supplies and how to use the MSDS information.

Fire extinguishers are maintained and inspected throughout the year. Inspection tags are placed on all fire extinguishers at the time of inspection. Evacuation routes are posted in the classrooms/labs and throughout the facility. Emergency evacuation drills are conducted bi-annually.

The physical plant complies with Americans with Disabilities Act, Equal Employment Opportunities Commission (EEOC), and Occupational Safety and Health Administration (OSHA) requirements to meet the needs of students and staff. Reasonable accommodations are made when indicated.

ACT conforms to all relevant building codes, and the buildings are inspected by the West Virginia State Fire Marshal's Office at least annually to ensure compliance. All fire marshal inspections are kept on file in the Principal's office and at the Raleigh County Board of Education office. The facilities are inspected regularly by the Raleigh County Health Department and West Virginia Board of Risk and Insurance Management (BRIM). Any deficiencies are brought to the attention of the Principal or Assistant Principal and the Raleigh County Safety Director for immediate correction.

## **Health and Safety**

Procedures are in place to ensure that all incidents regarding the health and safety of staff, students, and guests are reported and documented. An accident report is filled out by the instructor or staff member witnessing the incident. The report is signed by the Principal and emailed to the Board of Education safety Director within 24 hours of the accident.

Emergency procedures are in place and information is available to staff, students, and the public in general. Safety information is shared with staff during the new hire orientation process and during staff meetings. Students receive information on safety procedures during new student orientation for ACT and program specific safety information the first week of school. All students must pass a safety exam with 100% accuracy before beginning classroom/lab activities.

Every effort is made to keep staff and students informed of new policies and procedures related to health and safety through shared communication by the School Principal. Employees are covered by Worker's Compensation while performing job responsibilities. Students are covered by the county's BRIM policy as well as personal coverage.

## **Building Insurance**

ACT is insured for loss or liability through the Raleigh County Schools and West Virginia Board of Risk and Insurance Management (BRIM).

## **Availability to Employees and Staff**

The written plan for the operation, maintenance, and improvement of the physical plant is available to staff, students, and the public via the school website. Staff are provided an updated copy of the plan in their cloud storage space. The plan is evaluated by the faculty and administration annually and more often as needed.