

# D. A. DORSEY TECHNICAL COLLEGE

STUDY A CAREER FOR REAL SUCCESS



*Operation and Maintenance Plan*  
*2022-2023*

## Mission

*Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning literacy through vocational certification.*

## Vision

*The vision for D. A. Dorsey Technical College is to be the cornerstone of the Liberty City community and surrounding areas of Miami-Dade County while connecting students to their maximum earning potential. All D. A. Dorsey Technical College graduates will be highly trained and ready for the workforce.*

## Core Values

*Excellence: We pursue the highest standards in academic achievement and organizational performance.*

*Integrity: We build positive relationships through honesty, respect, and compassion, which enhance the self-esteem, safety, and well-being of our students, families, and staff.*

*Equity: We foster an environment that serves all students and aspires to eliminate the achievement gap.*

*Citizenship: We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.*

## Hours of Operation

*The campus has classes in session Monday through Friday between 8 a.m. and 1:45 p.m. Evening classes are offered Monday through Thursday between 3:55 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.*

## Introduction

*D. A. Dorsey Technical College (DADTC) employees commit themselves to provide an environment conducive to learning and success to empower students to achieve their career goals and to develop their ultimate potential. The institution follows the districts comprehensive Operations and Maintenance plan that delineates all the guidelines and procedures necessary to provide a clean, safe, and adequate campus. The Assistant Principal who reports directly to the principal oversees the operations and maintenance of the institution. He is responsible for the facilitation of the plan by way of the custodial staff.*

## Personnel

*This department is composed of a custodial staff with a Head Custodian, two full-time custodians, one part-time custodian. A Zone Mechanic is assigned by the district to service the school one day a week to handle work orders, mechanical, and electrical issues, etc.*

## Staff Training

*Miami-Dade County Public Schools publishes a Maintenance Operations Manual for Site Supervisors and a Custodial Handbook. These two documents are used as a basis for DADTC's plan for the operation, maintenance, and improvement of the physical plant. These manuals are revised by the district on an as-needed basis. The custodial handbook assists custodians with proper cleaning procedures, safety, and professionalism. They are available on the MDCPS website and can be assessed by all employees, students, and visitors. All custodians attend district training and bi-monthly department meetings to review procedures, review their assignments, get new trends and updates, and receive training for new equipment and products. Since the custodians could potentially encounter bodily fluids, they receive annual training to meet the standards of the Federal Code of Occupational Safety and Health Administration (OSHA). Vaccinations for Hepatitis B/Bloodborne Pathogens on an annual basis. They also learn procedures to remove medical and other hazardous waste. Overall, the personnel responsible for maintaining the physical plant have met the training requirements established by M-DCPS and the school.*

*The custodial staff maintains the safety and cleanliness of the main campus according to an established schedule that describes each staff's assignment for the term. There are posters throughout the school that inform students, visitors, and staff of reporting procedures they may report restroom concerns via a district telephone number or utilize SCRUB, an online system.*

## Equipment and Supplies

Collaboratively, the Head Custodian and the Assistant Principal work closely with the Business Manager to place orders on a regular basis and ensures that specific supply items are replaced before they are completely depleted. He/she monitors the number of supplies available, making sure that the custodial staff has all the equipment and supplies necessary. Appropriate funding is allocated in the school budget for equipment and supplies for the maintenance department. All custodial supplies are kept in storage and distributed to staff as needed.

The custodial staff follows the same policies in place for employees to report stolen, damaged, or obsolete items. They submit requests for maintenance and repairs using the "Request for Maintenance & Repairs" form to the Assistant Principal.

Major repairs and capital improvements are requested using the "Capital Improvement Request" form. A "School Request Status Report" indicating open and closed work orders is published and distributed monthly; it enables the administrative assistant and the zone mechanic to monitor work completion and follow through with maintenance to expedite issues related to repairing and maintaining equipment.

Obsolete equipment is tracked and removed using the "Outgoing Controlled Equipment" form.

## Relevant State Laws

DADTC undergoes various types of physical plant inspections on an ongoing basis, as required by M-DCPS, Miami- Dade County, and the State of Florida. These regularly scheduled inspections of the facility are indicated in the "Safety Program of Miami-Dade County Public Schools" document. Some of the required inspections are as follows:

An inspector from the M-DCPS "Division of Safety and Emergency Management conducts an annual Comprehensive Safety Inspection to assess fire safety, sanitation, and casualty conditions of the facility. This inspection meets State Requirements for Educational Facilities, chapter 5, and Rule 69A-58.

An annual facility maintenance permit is issued and allows routine maintenance, emergency services, and minor renovation projects under \$200,000 per F.S. 553.80 (6)(d).

- An annual inspection by the State of Florida Department of Health is documented in a State of Florida Department of Health Inspection Report.
- The M-DCPS Department of Asbestos Management provides a three-year inspection report on "Asbestos Containing Building Materials."

- *The M-DCPS Division of Emergency Management removes combustible liquid and non-hazardous material from the facility on an as-needed basis.*

### *Plan Evaluation*

*The institution utilizes the information received from the plan and building inspections. At the opening of schools meeting, EESAC meetings, or Advisory meetings, members are allowed the opportunity to review the plan. Comments, recommendations, and information are heard and are used to revise the plan and adjust, if necessary, to ensure continuous improvement of the school. At the opening of the school year, the administrative team distributes and discusses the plan. The plan is also available to students via the student orientation session.*