



GILIGIA COLLEGE

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Facility and Campus Improvement Plan

It is our goal to maintain a sufficient and adequate facility to provide for the ongoing operation, maintenance and improvement of our physical campus. Giligia College is committed to sufficiently maintaining a physical facility that provides for the health and safety of employees, students and visitors.

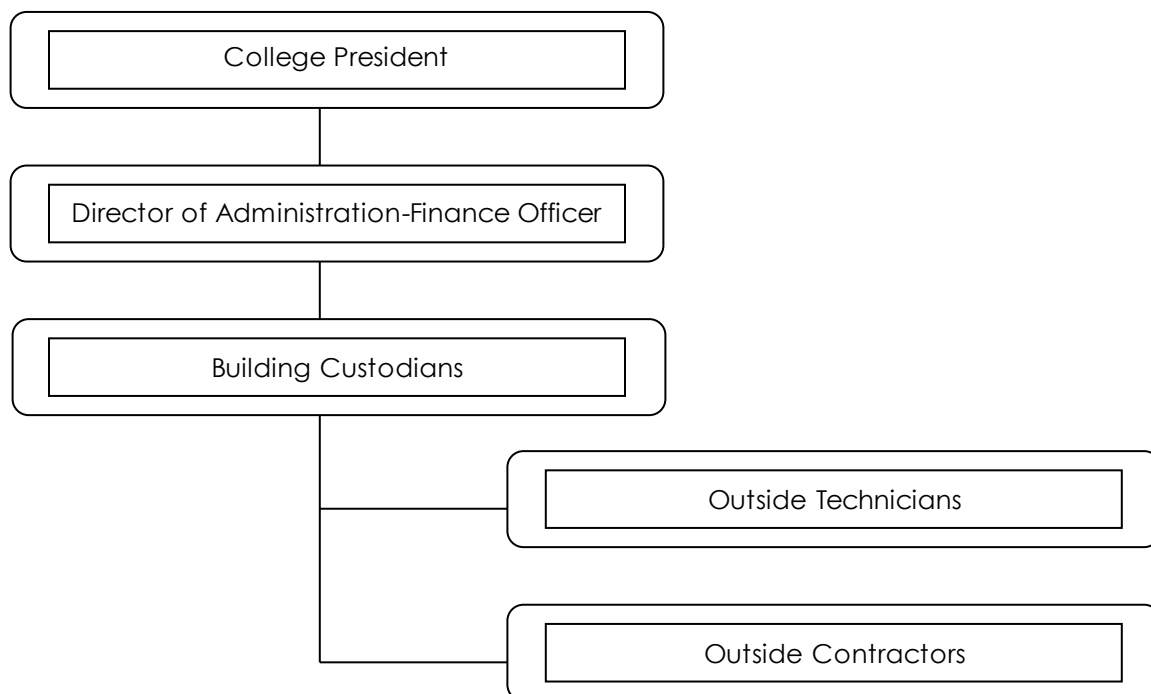
Plan for Operations

Giligia College supports efforts in the maintenance and operation of the physical campus and technical infrastructure. At the annual meeting, we review our facilities and infrastructure then update our plan to assure that we keep our campus location properly maintained and that our infrastructure is adequate to provide the proper level of service to our students and employees.

On an annual basis, the school writes an amendment to the improvement plan that details some of the items to be addressed during the upcoming fiscal year. On an ongoing basis, the College president and the Director of Administration-Finance Officer will identify issues or items that need to be addressed through our normal purchase/repair process, then they will make work order requests based on the chart below.

Personnel Responsibilities

School maintenance personnel, including the custodians, take direction from the School Principal, per the following organization chart:



Staffing Responsibilities

College President: the President is the direct supervisor of the Facility Manager, providing direction on maintenance problems. He assists the Director of Administration with required resources, providing the most appropriate resources for supplies, equipment, and service contracts. He also approves the Maintenance Department budget based upon prior budgets.

Director of Administration – Finance Officer: Serves as the direct supervisor of the Outside Technicians, Contractors, and School Custodians. He oversees the scheduling and completion of all maintenance activities, to contain the scheduling of work, the assignment of work orders, the provision of needed supplies and equipment, and the approval of contract support. He also develops the Maintenance Department budget based upon examination of past expenses and predictable requirements.

Building Custodians: One of the custodians is assigned as the lead custodian. In addition to providing scheduled janitorial and housekeeping services for the building and grounds, they also provide general support to each college staff members. They perform daily inspections of the suites in the building, and report any unusual operational or safety conditions to the Director of Administration.

Established Routine Duties and Responsibilities

Daily

1. Sweep sidewalks and entryways. Pickup cigarette butts.
2. Review custodial nightly reports and respond appropriately.
3. Review Work Orders.
4. Replace damaged and soiled ceiling tiles.
5. Replace electrical lamps, breakers, fuses and ballasts as needed.
6. Check boiler, mechanical, electrical systems; listen for unusual noises; check for excessive heat and equipment vibrations.
7. Ensure doors, windows and roof accesses are secured.

Periodic

1. Inspect and restore signage.
2. Inspect interior roof conditions; remove debris.
3. Reset time clocks. (Apr and Oct), replace batteries.
4. Restore cracks and blemishes on building walls.
5. Verify that there is adequate supply of filters, lamps, etc.
6. Inspect all restroom.
7. Supervise elevator maintenance service.
8. Check all door operations and adjust hardware including overhead doors and operators.
9. Inspect and repair all finished surfaces.
10. Replace burned out and flickering lamps (light bulbs).
11. Check for tripped circuit breakers.
12. Check elevators and dock levelers for proper operations.
13. Inspect and test fire alarm system.
14. Perform monthly fire extinguisher inspect.
15. Supervise annual fire extinguisher testing.
16. Inspect and test smoke detectors.
17. Supervise annual fire protection test.
18. Supervise annual Fire sprinkler system test.
19. Supervise annual backflow protection valve test.
20. Rotate fire line valves off and on.
21. Rotate all bib valves.
22. Supervise heating, venting and air conditions preventive maintenance service (Apr and Oct).
23. Inspect, test and service all exit lights.
24. Inspect, test and service all emergency lights.
25. Inspect and test all lighting fixtures.
26. Inspection and maintenance on all heating, venting and air conditioning equipment.

Maintenance Priorities and Procedures

Priorities:

Giligia College has recognized the following priorities for Maintenance response for requested work:

Emergency – distinguished life safety threat or active disruption that could cause the closing of the school.

Safety/Health/Security/ADA – recognized problem that could end in injury if not fixed in a timely manner. (Includes state laws for CA fire marshal identified deficiencies, and on-site hazards, etc.)

Preventive Maintenance – planned inspection or repetitive preservation tasks that if not completed, could result in early failure of a facility system or equipment item.

Unscheduled Repair Actions – accomplishment required in fixing a facility system, equipment item, or building section that is not working properly, or was damaged.

Support Services – upon request, the maintenance department can assist the school with distinctive events and programs.

Procedures:

Giligia College currently receives maintenance work orders manually, with requests from faculty and staff called into or personally directed to the presidents office, and, based on priority, the director of administration assigns work orders to the appropriate contractor(s) or custodian(s). If a custodian recognizes a facility problem at the school, they either fix the problem themselves, or if they need help in completing, report the problem to the director of administration.

The director of administration also oversees the Preventive Maintenance (PM) program, assigning PM work orders to outside contractors or completes them himself. Completed work is filed, and an analysis of maintenance expenses is completed.

The following factors will be considered in determining our institutional needs, including:

- The need for additional or modification of existing space based upon current and future projected enrollment.
- The need for additional or modification of existing space for any new aspect in program offering.
- The need for upgrades or maintenance of the current facility due to increased usage or disrepair.
- The need for additional office space for support staff, the need to keep up and repair student study room,
- The need for a comfortable working environment, identifying any issues with a/c or heat units.
- The need for phone and internet connections, identifying if there are any needs for additional phone lines, faster internet connection or any issues with upgrades or maintenance.
- The need for the overall safety of the facility and any issues that may affect the safety or health of students and employees.

The following factors will be considered in determining our technical infrastructure needs:

- Computer age and functionality
- Speed and access of internet connection
- Adequacy of the colleges server
- Speed and functionality of access to network resources
- Adequacy of printers to meet student and staff demand
- Efficiency of firewall in blocking unwanted traffic
- Effectiveness of wireless network

The institution will consider feedback from students, employers, staff, faculty, members of the institution's Advisory Board and local government agencies in determining the adequacy of the school's facilities and technical infrastructure.

Equipment and Supplies

All of our facility leases include a maintenance agreement which provides services for cleaning, and maintaining the leased space, including restocking restroom supplies as needed. Routine maintenance of our ventilation systems are performed by our on-site building maintenance crew, while major repairs are contracted for on an as-needed basis.

Day to day damage is addressed immediately, while general repairs, such as painting and carpet cleaning, are scheduled for the breaks between quarters. The school's technical infrastructure includes a single college server and a single firewall. We also maintain an IP phone system and as well as a high speed internet connection.

NOTE: Giligia College uses the **ANSI** standards for preventive maintenance guidance which helps us determine the type and frequency of inspections and maintenance procedures, define the minimum requirements for servicing and maintaining plant equipment per state Law, serve as a comprehensive maintenance checklist, and supplement more specific instructions, manufacturer publications, and other state standards.

Updated: 2017 AMENDMENT

First Quarter

- Assess any additional classroom furniture needs
- Review server and wireless network for possible upgrades
- Explore opportunities for affordable, additional band width

Second Quarter

- Purchase any additional equipment as needed

Third Quarter

- Evaluate the need for new computers and software in the classrooms
- Upgrade server and network as needed

Fourth Quarter

- Review adequacy of physical plant and technical infrastructure
- Schedule maintenance activities during breaks
 - Carpet cleaning
 - Paint and patch as needed