



TRAVISS TECHNICAL COLLEGE

Operation and Maintenance of Physical Facilities/Technical Infrastructure

The purpose of the Operation and Maintenance of Physical Facilities and Technical Infrastructure plan is to ensure the institution is operable, maintained, and relevant state law and federal codes and procedures are being followed. The plan is evaluated annually and is available to staff and students.

PERSONNEL

The Administrative team is responsible for the operation, maintenance and housekeeping of the facilities and grounds of Traviss Technical College. Input is provided by instructors, non-instructional staff, and custodial staff. Support is provided by the Polk County School Board (PCSB). Annual assessments of maintenance efforts and safety are conducted by district staff as well as the county fire inspector.

The administrative team determines the appropriate number of custodial staff employed to maintain the operation and maintenance of facilities based on institutional needs and the allocated budget. Custodial staff follow a daily schedule, determined by the administrative team and lead custodian.

Polk County School Board provides the technical infrastructure for Traviss staff and students. Our IT Specialist works closely with District staff to ensure the technical infrastructure is maintained.

The IT Specialist oversees the following:

- Hardware: servers, computers, data centers, switches, hubs and routers, etc.
- Software: productivity applications, update installations, overall maintenance
- Network: network enablement, internet connectivity, firewall and security (with assistance from our EERS district personnel).

Traviss Technical College and the Polk County School Board are committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations.

EQUIPMENT AND SUPPLIES

Traviss Technical College provides all cleaning products and equipment necessary to maintain the facilities. Supplies and equipment are properly identified, purchased, and used by the custodial staff for daily housekeeping and maintenance.

Safety Data Sheets (SDS) for all cleaning supplies/materials are readily available online. Custodians are trained on how to use the information found on the SDS sheets. Fire extinguishers at all campuses are inspected regularly. Restrooms are cleaned, and supplies are restocked daily.

Polk County School Board maintains the air-conditioning system, alarm and bell system, electrical, plumbing, and structural maintenance with written request from a Traviss Technical College staff member.

RELEVANT STATE LAW AND APPLICABLE FEDERAL CODES AND PROCEDURES

Traviss Technical College complies with all relevant Florida State Statutes (FFS).

AVAILABILITY TO STAFF AND STUDENTS

The Operation and Maintenance of Physical Facilities and Technical Infrastructure plan is available to staff and students. The plan is available on the Traviss Technical College website at www.traviss.edu.

ANNUAL EVALUATION

The Operation and Maintenance of Physical Facilities and Technical Infrastructure plan is reviewed annually by the administrative team.