



Lex La Ray Technical Center's Maintenance Plan

District Mission for Facilities:

Updated 10/12/21

Lex La Ray Technical Center is part of the Lexington R-5 School District. LLRTC adheres to all district policies concerning physical and technological infrastructure.

Equipment and Supplies

Lex La Ray Technical Center has a contract with Hillyard to provide cleaning supplies and other maintenance materials.

Custodial

Lexington R-5 School District / Lex La Ray Technical Center will ensure all staff is qualified and trained to provide students with a safe, healthy, and quality learning atmosphere

Daily:

- Sweep, vacuum all floors, spot mop (classrooms) if necessary
- Empty all trash in rooms and change liner if wet, torn, or soiled
- Wipe down all desk and tables (disinfect)
- Wipe inside and outside door knobs and light switches
- Clean white boards if needed
- Empty pencil sharpeners
- Clean and disinfect all sinks and any water fountains
- Clean all toilets, urinal, sinks, trash cans (disinfect)
- Clean mirrors
- Check / replace paper towels, toilet paper, soap dispensers, and wipe down dispensers
- Empty, disinfect, and clean sanitary napkin containers and replace liners daily
- Spot clean walls, toilet partitions, and handrails
- Clean and polish all bright work and wipe dry, to include door push plates, door pulls, and kick plates
- Mop all floor surface in bathroom

Once a week:

- Vacuum all carpet areas
- Disinfect all touchable surfaces and student chairs
- Dust all open shelves, teacher's desk, and window sills
- Detail vacuum or dust mop hard to get areas, corners, etc. and wet mop and buff halls in area
- Wipe and clean all walls and partitions in bathroom
- Pour water down all floor drains
- Wipe clean door jams and ledges in the bathroom

Once a Year (or as needed):

- Shampoo carpet
- Wax flooring
- Repaint

Maintenance

The maintenance crew will keep the grounds maintained at all times to ensure a safe and quality learning environment

Responsibilities

Maintain the following:

Electrical

Plumbing

Grounds

HVAC

Monthly:

Inspect the facilities to ensure everything is in working order

As Needed:

Respond to staff requests entered via OS Ticket

Spring / Summer

Every spring a survey and inspection shall be done to see what needs to be completed during summer when school is not in session. The results should be prioritized and completed in such order. Safety and health will be the top considerations when prioritizing.

Equipment for Programs

Students will undergo training on all equipment and safety protocol for each workshop before being allowed to work in the shop and will continue to receive training as needed

The program advisory committee will inspect equipment at least yearly to ensure it is in working order and up to date

The program advisory committee will suggest any equipment needed for the program to prepare students to be employable. Instructors will then take the recommendations, prioritize and then order the equipment.

Each instructor will inspect equipment (at least weekly) to ensure students are working with safe equipment

Equipment will be replaced immediately if found that it is broken or no longer safe to use. The broken/unsafe equipment will be taken out of use immediately.

Technical Infrastructure

Lex La Ray Technical Center will make technology available to every student. Each classroom shall have enough Chromebooks so that every student has one. In addition, Ipads will be available to be checked out. Each Chromebook and Ipad will be set up to connect to the Lexington R-5 School District's network for Internet access.

Lexington R-5 School District / Lex La Ray Technical Center will ensure each device will have security and antivirus to protect students

Lexington R-5 / LLRTC will provide a network that safe and secure for students and staff

Lexington R-5 / LLRTC will provide each staff member / student the appropriate software in order for them to complete their work

LLRTC will utilize the Lexington R-5 Technology coaches to ensure staff is trained properly and up to date on the latest technology

LLRTC will follow any additional policy that the Lexington R-5 School District has in place regarding technology

RELEVANT STATE LAW, AND APPLICABLE FEDERAL CODES & PROCEDURES

- As a public institution that is part of a much larger organization, the Lexington R-5 School District is responsible for providing supplies and ensuring LLRTC meets applicable federal and state codes.
- The Building Inspector conducts unscheduled inspections to ascertain compliance with OSHA, ADA, and building codes.
- The Fire Marshall conducts unscheduled inspections to ascertain compliance with safety codes.
- Regular LLRTC safety audits and a Facilities and Grounds/Safety Program Evaluation are conducted to ascertain compliance with safety procedures.

Annual Evaluation

This plan will be reviewed and revised annually. Once revised the updated plan will be uploaded to the school's website www.lexlaray.com.