



Lex La Ray Technical Center's Maintenance Plan

District Mission for Facilities:

Updated 10/11/23

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.

A focus team has been developed to help develop a repair / replace plan for equipment - the team will work on age of equipment per program and the life cycle of equipment. A plan will be developed for rotating equipment purchases.

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, Ipad 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

Budget

The Director will budget for equipment and maintenance of facilities. The Director will submit a yearly budget and amend as needed. Funding for this will come from tuition.

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 Standard 1910, ADA, and building codes as outlined by the City of Lexington, Missouri.
- 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.

Lex La Ray Technical Center follows the following for hazardous materials:

§§ 643.225-.265, RSMo.	<u>State Statute</u>
§190.1005, RSMo	<u>State Statute</u>
§640.120, RSMo.	<u>State Statute</u>
§643.225, RSMo	<u>State Statute</u>
§701.200 RSMo.	<u>State Statute</u>
10 C.S.R. 10-6.240	<u>State Regulation</u>
10 C.S.R. 25-16.273	<u>State Regulation</u>
10 C.S.R. 60-15.060	<u>State Regulation</u>

Federal	Description
15 U.S.C. §§ 2641-2654	<u>Asbestos School Hazard Abatement Reauthorization Act</u>
15 U.S.C. §§ 2641-2656	<u>The Asbestos Hazard Emergency Response Act of 1986</u>
29 C.F.R. § 1910.1200	<u>FEDERAL REGULATION</u>
40 C.F.R. Part 763	<u>Asbestos</u>

Lex La Ray Technical Center follows the following laws in regards to facilities:

State	Description
§§ 8.610-.655, RSMo.	<u>State Statute</u>
§310.200, RSMo.	<u>State Statute</u>
§523.205, RSMo.	<u>State Statute</u>
Ch. 177, RSMo.	<u>State Statute</u>
Ch. 523, RSMo.	<u>State Statute</u>

Federal	Description
29 U.S.C. § 794	<u>Section 504 of the Rehabilitation Act of 1973</u>
42 U.S.C. §§ 12101-12213	<u>Americans with Disabilities Act</u>

Pest Control:

State	Description
§§ 281.040-.115, RSMo.	<u>State Statute</u>
2 C.S.R. 70-25.010-.020	<u>State Regulation</u>

Federal	Description
29 C.F.R. § 1910.1200	<u>FEDERAL REGULATION</u>

Allergies and Airway regulations for cleaning supplies:

State	Description
§167.208, RSMo	<u>State Statute</u>
§167.635, RSMo	<u>State Statute</u>

Federal	Description
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act</u>
29 U.S.C. § 794	<u>Section 504 of the Rehabilitation Act of 1973</u>

34 C.F.R Part 104	<u>Section 504 of the Rehabilitation Act of 1973</u>
34 C.F.R Part 300	<u>Individuals with Disabilities Education Act</u>
42 U.S.C. §§ 12101-12213	<u>Americans with Disabilities Act</u>

Technology Usage and Infrastructure

State	Description
§§ 569.095-.099, RSMo.	<u>State Statute</u>
§§ 610.010-.030, RSMo.	<u>State Statute</u>
§170.051, RSMo	<u>State Statute</u>
§182.817, RSMo.	<u>State Statute</u>
§431.055, RSMo.	<u>State Statute</u>
§537.525, RSMo.	<u>State Statute</u>
§542.402, RSMo.	<u>State Statute</u>
Ch. 109, RSMo.	<u>State Statute</u>
Ch. 573, RSMo.	<u>State Statute</u>
MO COURT	<u>Parents, Families, and Friends of Lesbians and Gays, Inc V Camdenton R-III Sch Dist. 85 3F.Supp. 2d 888 (W.D. Mo. 2012)</u>

Federal	Description
18 U.S.C. §§ 2510-2520	<u>Electronic Communications Privacy Act</u>
18 U.S.C. §§ 2701-2711	<u>Stored Communications Act</u>
20 U.S.C. § 1232g	<u>Family Educational Rights and Privacy Act</u>
20 U.S.C. § 6312	<u>Elementary and Secondary Education Act</u>
47 C.F.R. § 54.520	<u>Federal Regulation</u>
47 C.F.R. §§ 54.501-.513	<u>E-Rate</u>
47 U.S.C. § 254(h)	<u>Child Internet Protection Act</u>
Fed. Rules Civ. Proc. Rule 34	<u>E-Discovery</u>
FEDERAL COURT	<u>Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)</u>
FEDERAL COURT	<u>Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)</u>

FEDERAL COURT	<u>Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)</u>
FEDERAL COURT	<u>Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)</u>
FEDERAL COURT	<u>City of Ontario v. Quon, 560 U.S. 746 (2010)</u>
FEDERAL COURT	<u>FCC v. Pacifica Foundation, 438 U.S. 726 (1978)</u>
FEDERAL COURT	<u>Reno v. ACLU, 521 U.S. 844 (1997)</u>
FEDERAL COURT	<u>Ginsberg v. New York, 390 U.S. 629 (1968)</u>
FEDERAL COURT	<u>Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)</u>
FEDERAL COURT	<u>Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)</u>
FEDERAL COURT	<u>Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)</u>

State	Description
§ 43.540, RSMo.	<u>State Statute</u>
§109.260, RSMo.	<u>State Statute</u>
§160.261, RSMo.	<u>State Statute</u>
§210.150, RSMo.	<u>State Statute</u>
§210.865, RSMo.	<u>State Statute</u>
§407.1500, RSMo.	<u>State Statute</u>
§576.050, RSMo.	<u>State Statute</u>
Federal	Description
15 U.S.C. § 7001-7006	<u>Electronic Signatures In Global And National Commerce Act</u>
15 U.S.C. §§ 6501-6506	<u>The Children's Online Privacy Protection Act</u>
20 U.S.C. § 1232g	<u>Family Educational Rights and Privacy Act</u>
20 U.S.C. § 1232h	<u>Protection of Pupil Rights Amendment</u>
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act</u>
20 U.S.C. § 7926	<u>Elementary and Secondary Education Act</u>
29 C.F.R. § 1630.14	<u>Federal Regulation</u>

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.

Availability of Plan to Students and Employees:

The Maintenance and ongoing operations plan will be posted on the school's website under Annual Notices.