



PHYSICAL FACILITIES and TECHNICAL INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN

Revised 09/19/2017

PURPOSE

Dorsey Schools' physical plant and technical infrastructure serve two major functions (1) to be conducive to the learning process, and (2) to maintain buildings to maximize school operations by presenting a safe, neat, orderly and business-like environment. The purpose of the Physical Facilities and Technical Infrastructure Operation and Maintenance Plan is to address the operation and maintenance of the physical plant, equipment, supplies, and technical infrastructure required to support successful student program completion. Dorsey Schools is committed to maintaining physical facilities that provide for the education of students, support the mission of the school, and comply with relevant state laws and federal codes and procedures.

GOALS AND OBJECTIVES

The following goals and objectives have been developed in support of the achievement of this plan:

1. In support of operations, ensure ongoing maintenance of all physical facilities and technical infrastructure, including equipment and supplies
2. To ensure that applicable local, county, state, and federal laws, codes and procedures are being upheld
3. Identify personnel responsible for maintenance and compliance
4. Ensure plan is reviewed and evaluated annually and
5. Revise and publish updated plan as required from the review

ACTIVITIES

The following outlines specific activities utilized to achieve the Plan objectives:

1. Maintenance and necessary repairs of select equipment is to be conducted by outside contractors
2. As needed, campus personnel to report issues with physical facilities, technical infrastructure, equipment and supplies to campus managing director (or campus official as designated) for resolution
3. Review emerging state and federal codes, laws and regulations as they are published to determine applicability
4. The status of physical plant, supplies, equipment and technical infrastructure resources is discussed annually during budget meetings to identify and plan for the maintenance of physical plant and technical infrastructure.
5. The current operation and maintenance plan is to be made available to employees and students via Dorsey School's website and email systems. The plan is evaluated and revised annually via survey sent and evaluated by the Chief Administrative Officer and Managing Directors.

RESPONSIBLE PERSONNEL

The school's plan for the operation and maintenance of our facilities and technology includes assigned responsibilities as follows:

Personnel	Responsibility
Chief Administrative Officer	<ul style="list-style-type: none"> • Evaluate feedback from annual review to identify plan improvements necessary to ensure optimal operation and maintenance of physical plant, equipment, and supplies and technical infrastructure • Approve necessary maintenance and purchases expenditures
Managing Director	<ul style="list-style-type: none"> • Responsible to ensure that the facility is maintained properly and safely • Resolve issues with physical facilities, technical infrastructure, equipment and supplies as identified by campus personnel and/or physical inspection • Ensure that appropriate inspections and certificates are completed by the county and/or State of Michigan, as required, and necessary improvements are made • Communicate campus facility needs to CAO and/or director of IT
Campus Academic Dean / Lead Instructor / Medical Coordinator	Ensure that equipment is in working order, request repair and/or replacement as necessary
Campus Personnel	Communicate campus facility needs to campus managing director, academic dean, lead instructor and/or medical coordinator, as appropriate
Director of IT	Responsible for the operations and maintenance of all aspects of technical infrastructure including maintenance of equipment and software
Compliance Liaison Officer	<ul style="list-style-type: none"> • Review emerging state and federal codes, laws and regulations to determine applicability; communicate results to appropriate parties • Complete periodic audits to ensure safe, clean and professional environment is maintained • Coordinate the plan review and update; publish/distribute the current plan

REVIEW AND EVALUATION TIMELINE

The chief administrative officer will review this plan annually with input from campus managing directors and/or other responsible personnel, and will approve changes to the plan. The revised plan will be published on Dorsey Schools website at www.Dorsey.edu for students, employees and other interested parties annually. Additionally, the current plan will be continually available to instructors via Engrade, and to all employees via ADP.

Interested parties with independent feedback on this plan are encouraged to email Dorsey Schools' chief administrative officer.