



**ICR FLORIDA
EDUCATION**

**OPERATIONS AND MAINTENANCE OF PHYSICAL FACILITIES/TECHNICAL
INFRASTRUCTURE PLAN**

PURPOSE

The purpose of this plan is to address the ongoing operation and maintenance of the school facilities and technical infrastructure.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the Operations Director.

IMPLEMENTATION

The implementation of this policy is delegated to the administrative personnel of the school.

APPLICABILITY

This policy applies to all school facilities and technical infrastructure.

EFFECTIVE DATE

October 1, 2021

POLICY

1. Physical Facilities
2. Liability Insurance
3. Technical Infrastructure
4. Security
5. Personnel for School's Daily Operation
6. Personnel for School's Maintenance
7. Equipment and Supplies
8. Repair and Maintenance Provisions
9. Technical Infrastructure Maintenance
10. Relevant State Law and Applicable Federal Codes and Procedures
11. Evaluation by Fire Marshal
12. Accident and Incident Reports

1. Physical Facilities

ICR Florida Education offers its students a modern, completely air-conditioned, well-lighted building providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 7855 square feet of space. It includes 5 classrooms, a student lounge, a teacher lounge, a media center -a resources center with 2 computers, a reception area, 6 fully equipped administrative offices, and 2 supplies storage. 2 Bathrooms are available and in compliance with the Americans with Disabilities Act guidelines. The



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physical plant is spacious and attractive, including elevator access to the ninth floor and plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

2. Liability Insurance

The school maintains liability insurance.

3. Technical Infrastructure

Internet Services – Internet services are contracted through Comcast.

Wi-Fi services are available to all personnel, students, and visitors.

Computers – for school staff and faculty (password protected). The computer available at the Media Center is also password protected. School computers have original licenses for MS Windows and MS Office, as well as UpToDate antivirus software.

Printer/copier/scanner – for school personnel and students.

Protected Cloud Service – Google Drive for secured electronic documentation storage. The application is password protected and offers data security, encryption, an automated backup system, and disaster recovery.

4. Security

Cameras – The school camera system monitors and records on a permanent basis all activities at the school at classrooms, offices, main entrance, and hallways.

Student Records – All students' documents, progress, transcripts, attendance, and evaluations are stored physically in a locked fire-proof cabinet located in one of the administrative offices.

Staff and Faculty Records – Administrative personnel and faculty records are also maintained in the locked fire-proof cabinet located in one of the administrative offices.

5. Personnel for School's Daily Operation

The school administrative personnel are responsible for the school's daily operation. They conduct their duties according to their job descriptions and are supervised by the School President. The school's physical facilities and technical infrastructure are the responsibility of all employees, as their daily use impacts their maintenance. School personnel are encouraged to report any maintenance or hazards to be dealt with immediately. All requests are directed to the School President.

6. Personnel for School Maintenance

The school's physical facilities are maintained by the building management, hired personnel and the school owners. The school may contract personnel depending on the project needs. Maintenance is coordinated by the School President.



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7. Equipment and Supplies

The equipment and supplies necessary for the school operation and instruction are maintained with the utmost standards for safety and availability to personnel and students. Appropriate equipment and supplies for the maintenance and housekeeping are purchased as needed by the School President and Operations Director.

8. Repair and Maintenance Provisions

Expenses for equipment repair, maintenance, and replacement are included in the budget allocated to this plan. Such requests are to be made directly to the School President and will be dealt with accordingly.

9. Technical Infrastructure Maintenance

The owners contract the maintenance of the school's technical infrastructure.

10. Relevant State Law, Applicable Federal Codes and Procedures

School facilities are maintained per local, state, and federal laws. The school displays the license to operate and all appropriate permits in the school's reception area. Fire extinguishers are maintained and inspected annually. The physical plant complies with the Americans with Disabilities Act based on the needs of students and staff. Every effort is made to meet reasonable accommodation requests. Referrals regarding reasonable accommodations are made to outside agencies when indicated. The school will conform to all relevant building codes. Fire evacuation routes are posted in each room of the school at eye level.

11. Annual Evaluation by Fire Marshal

On an annual basis adequacy of facilities and safety are evaluated by the local fire marshal to ensure compliance. All fire marshal inspections are kept on file in the administration office. Deficiencies must be brought to the attention of the School President for immediate correction.

12. Accident and Incident Reports

Accident and Incident reports are considered when evaluating the effectiveness of the Operations and Maintenance Plan and proposing new implementations and strategies. Accidents and incidents are dealt with following the procedures established in the Health and Safety Plan included in this policy manual.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Operations and Maintenance." Revisions to funding require approval by the President and Financial Director.



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EVALUATION

This policy is annually evaluated by means of surveys collected from:

- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's Strategic Meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during regular business hours. School personnel receive access to the school's Policies and Procedures Manual electronic version during their new employee orientation.