

Plan for Operation, Maintenance, and Improvement of Physical Facilities

Purpose

The purpose of this plan is to address the operation and maintenance of all campuses of Unitech Training Academy. The plan also provides for a means of addressing the adequacy of the physical facilities and establishes guidelines for improvement. This allows Unitech Training Academy to provide proficient operation, utilization, and maintenance of the physical facilities.

Responsibilities

It is the responsibility of the Campus President with the guidance of the Chief Operations Officer and Chief Financial and Analytics Officer to administer this plan.

The Facilities Coordinator is responsible for routine maintenance and cleaning of the facilities as well as reporting any unsafe conditions to the Campus President. These individuals have the knowledge, expertise, and resources to ensure the day-to-day operation, maintenance, and needed improvements of the physical resources in a timely and professional manner.

Third party assistance may be requested for maintenance items above and beyond the scope of ability or resources.

Procedure

The mission of Unitech Training Academy is job training and not land ownership, therefore leasing our physical facilities best fits with the mission and vision of the institution. All leases will be negotiated and executed by the Chief Financial and Analytics Officer and renewed accordingly. In space leased by Unitech, the lease agreement for each site will govern operation of the physical facilities and outline responsibilities of each party involved. The landlord will be responsible for building integrity and the parking area. The Campus President and/or Chief Financial and Analytics Officer will communicate with the Landlord to ensure problems are solved in a timely fashion.

Each campus employs a full-time facilities coordinator responsible for routine maintenance and cleaning of the facilities including the following:

- Keep school grounds neat
- Keep trash cans clean and emptied
- Keep rooms vacuumed or swept
- Clean the microwave and refrigerator daily, if applicable
- Dust and wipe down all desks and tables
- Clean all bathrooms daily and refill paper items and soap
- Report unsafe conditions to the Campus President

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The Campus President ensures that all reported conditions are corrected in addition to the regular daily maintenance identified below:

- The facilities are cleaned daily
- Lighting is checked daily and bulbs replaced as needed
- All safety equipment (fire extinguishers, smoke alarms, security alarm) testing is scheduled periodically to ensure effective operation
- Major mechanical equipment is serviced when needed
- Contracted services are called in on an as needed basis for minor repairs or maintenance when needed
- Campus needs are reported to the Chief Operations Officer

Significant systems maintenance or upgrades will be reviewed and approved by the Chief Operations Officer prior to implementation.

Equipment and Supplies

Except for information technology assets, the building infrastructure and building systems equipment in leased facilities is owned and maintained by the landlord per the lease agreements.

The program equipment in leased facilities is owned Unitech Training Academy and the routine care and maintenance are budgeted for in annual budgets. The program chair and/or instructor, with guidance of the Campus President, have primary responsibility for the proper use, replacement, and disposal of the equipment.

The information technology infrastructure in the leased facilities is owned and cared for by Unitech Training Academy. The IT Department is primarily responsible for the information technology systems.

Instructional supplies as well as cleaning and maintenance supplies are included in the annual budget and are owned by the institution. The facilities coordinator is responsible for ordering the necessary cleaning supplies for daily cleaning and maintenance. Instructional supplies are also provided by Unitech for use by instructors in program delivery.

Equipment and supplies will be used in accordance with manufacturer recommendations and standard practices.

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State Law and Federal Codes Compliance

The landlord is responsible for providing a safe environment in the leased facilities. However, state risk management personnel may make visits to these facilities and identify potential problems and indicate potential solutions. If these solutions involve assets owned Unitech Training Academy, the institution will work to remedy the problems. If there are issues with the physical facility, Unitech Training Academy will work with the landlord to ensure the issues are resolved in a timely manner. Unitech Training Academy will maintain all occupational licenses and permits in accordance with state law and federal code to ensure compliance. All Unitech Training Academy locations shall ensure the following:

1. All bathrooms are fitted with handles for use by handicapped individuals in compliance with ADA requirements.
2. All entrance, exit, and bathroom doors meet state and federal required dimensions.
3. Eye wash stations and fire extinguishers are present in every campus.
4. Fire exit routes are clearly marked and emergency exit signs are visible and in working order.

Improvements to the Physical Facilities

If periodic improvements are covered by existing lease agreements, the landlord will be responsible to take care of those improvements. If a desired or necessary improvement is not covered in the facility's lease agreement, a resolution will be negotiated between Unitech Training Academy and the respective property owner driven by the Chief Financial and Analytics Officer. At the time that each lease expires, the Chief Financial and Analytics Officer will assess the location based on community research and history to determine if it is in the best interest of the institution and the students, to renew the lease or search for more suitable space within the community.

Evaluation

Feedback is solicited from students on a regular basis through surveys. These surveys will address the classroom environment, safety and security of the campus, and overall cleanliness. The plan is available to students on the Unitech Training Academy website and is available to employees on the UTA Portal. Employees are encouraged to provide feedback throughout the year as concerns arise.

The Vice President of Compliance conducts an annual audit of each location which includes an assessment of the physical facilities. The results of these audits are shared with Home Office management and campus administration and staff to identify areas of improvement.

The plan will be evaluated by the Executive Leadership each year and will be revised as needed.