

## 3.3.1. OFTC Maintenance for Campus Facilities Procedure

### Maintenance for Campus Facilities

Oconee Fall Line Technical College has a responsibility to its employees, students and visitors to provide a safe and healthy environment. The maintenance department staff is committed to this responsibility and takes pride in maintaining the College's facilities and grounds in such a manner.

In order to meet these assurances, Oconee Fall Line Technical College has developed and implemented a plan for the operation, maintenance, and improvement of the physical plant and grounds. The OFTC Operations and Maintenance Plan provides philosophy, directives, procedures, and checklists to ensure that the grounds and physical facilities are functioning safely and are aesthetically pleasing. It is a simple, yet complete and workable plan, meant for use by the maintenance and custodial staff. Every attempt is made to maintain the facilities, grounds and mechanical systems in a proactive fashion.

### Preventative Maintenance

Preventive maintenance is practiced on a regular basis. The frequency of inspection depends on variable factors, such as weather, time of year, cost of repair/replacement, etc. Mechanical, fire and safety and other facility systems/structures are checked for proper operation. They are also checked for leakage, faulty electrical connections/equipment, worn parts or drive belts, squeaks, rattles, and loss of power at a minimum. Items are periodically refurbished by cleaning, draining, replacing operating fluids and gases, and lubricating moving parts.

When an item of equipment fails or otherwise goes out of service, the situation is assessed and a plan is devised for repair or replacement. An in-depth inspection process is followed in accordance with the criteria set forth in the OFTC Operations and Maintenance Plan.

### Maintenance/Custodial Work Requests

Given the size and scope of facilities operated by OFTC, an orderly process is required to ensure that maintenance and repair tasks are performed effectively and expeditiously. Faculty and staff that identify a need for maintenance and repair tasks must submit a trouble ticket via the online work request system called Facilities HelpDesk located on the Faculty & Staff page of the OFTC website. This system is used to prioritize maintenance and repair tasks, better utilize time and track problem areas in an effort to be proactive rather than reactive. Emergency or urgent repairs are handled immediately.

The work order system maintains a record of all tickets submitted, corrective actions/repairs taken and other detailed information that aids in the historical trending of equipment, systems and other infrastructure.

## Housekeeping of Instructional Program Areas

An attractive, neat and uncluttered department facilitates learning. Good housekeeping practices should be an integral part of each instructional program. Students are required to participate in clean-up as a part of their regular assignments.

Instructors should establish a written plan for daily clean-up. The plan should include all tasks that are required to maintain a clean, uncluttered department.

Instructors should see that their areas are properly secured before leaving campus. This includes turning off lights and equipment and locking the doors to their respective area.

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