



**THE
ENGLISH
CENTER**

MIAMI-DADE
TECHNICAL
COLLEGES



THE ENGLISH CENTER

**PLAN FOR OPERATION AND MAINTENANCE
OF THE PHYSICAL PLANT INCLUDING
TECHNICAL INFRASTRUCTURE**

PLAN FOR OPERATION AND MAINTENANCE OF THE PHYSICAL PLANT INCLUDING TECHNICAL INFRASTRUCTURE

The goal of this plan is to provide the best possible learning environment for students.

The part of the English Center's Plan (TEC) for Operation and Maintenance of the Physical Plant is detailed in the Miami-Dade County Public Schools (M-DCPS) Maintenance Manual, which the school must adhere to assure proper protocols and Federal/State Regulations are followed with consistency.

The following are the objectives for the operation and maintenance of the physical plant:

1. To always maintain and sanitize the building and all its facilities by planning for a regularly scheduled sanitation and maintenance assignments of work detail with three calendared time frames a year for in depth sanitation, that includes, but is not limited to, strip, wax, hi/lo dusting, edging, pressure-wash bathrooms and walkways, furniture and accessories detailing, small maintenance management.
2. To respond immediately to problems that may cause safety to life risks in a timely manner.
3. To utilize the services of the zone mechanic when the specific maintenance needs require field tradesman.
4. To follow required (M-DCPS) policies found within the "Maintenance Employees Handbook" and the TEC Information Technology Plan that support the over-all operations of the TEC facilities and technical infrastructure.
5. To stay within State and Federal mandates concerning the maintenance and operations of Academic Facilities as required by M-DCPS Facilities and Plant Operations Guidelines:
 - a. State Requirements for Educational Facilities: <https://www.fldoe.org/finance/edual-facilities/sref/>
 - b. Miami-Dade County Plant Operations: <http://plantoperations.dadeschools.net/#/>
 - c. Miami-Dade County Office of School Facilities: <http://schoolfacilities.dadeschools.net/#/>
 - d. Occupational Safety and Health Administration: <https://www.osha.gov/>
 - e. American Disabilities Act (ADA): <https://www.ada.gov/rachek.pdf>

An assistant principal is assigned/designated to coordinate and supervise the maintenance of the physical plant including the technical infrastructure. This is accomplished through developing, producing & monitoring of planned tasks through specifically assigned personnel:

- The head custodian is responsible for supervising the planned sanitation and maintenance of the facilities as delineated in the M-DCPS Maintenance Manual, Maintenance Employees Handbook, and the TEC Information Technology Plan.
- Twelve Custodians are assigned to provide routine cleaning throughout the school facility. The routine cleaning procedures are outlined in the M-DCPS Maintenance Manual. An In-depth cleaning schedule is periodically developed and implemented to assure continuity and sanitation.
- The zone mechanic is assigned to the school by the district and will regularly visit to address general trades issues and conduct routine maintenance.
- An assistant principal is designated to provide coordination and supervision to the facilities operations, maintenance, and technical infrastructure. The technical infrastructure task is accomplished through two fulltime and three part-time technicians.
- The current equipment and supplies available is as follows: (equipment are fixed items, supplies are consumable/varying)

QTY	Janitorial Equipment & Supplies	QTY	Janitorial Equipment & Supplies
4	SCRUBBING MACHINES	Varying	STRIPPING PADS
2	WET VACS	Varying	MOPS
1	RIDING LAWN MOWER	Varying	BUCKETS
1	REGULAR LAWN MOWER	Varying	SHOVELS
1	BACKPACK TO KILL WEEDS	Varying	RAKES
3	VACUUM BACKPACKS	Varying	TOOLS
2	BLOWERS	Varying	PICKS
3	WEED EATERS	Varying	PAINT BRUSHES
3	CHAINSAWS	Varying	PAINT
1	YARD VACUUM	Varying	JANITORIAL SUPPLIES (TOILET PAPER, HANDTOWELS, SOAPS, GERMICIDALS, etc.)
3	VICTORY GERMICIDAL SPRAYERS	Varying	HAND TOWELS
2	TITANS GERMICIDAL SPRAYERS	Varying	TRASH BAGS
Varying	STRIPPER	Varying	GLOVES
		Varying	WAX

TECHNICAL INFRASTRUCTURE:

The following are the objectives for implementation and maintenance of the technology infrastructure and facilitating its use in the classroom using M-DCPS guidelines from the Office of Internet Technology and the M-DCPS Technology Plan which follows the State of Florida Department of Education publication “Strategic Technology Plan 2014-2019”. This plan will be accommodated to the extent possible to the needs of the school.

- The English Center’s IT Department includes an IT Manager, IT Assistant Manager, and 3 part-time employees. The IT manager coordinates and collaborates with District guidelines and procedures on all updated standards for hardware, networking, and software implementations. He ensures that all safety, privacy, security protocols are being followed in a manner that maintains the reliability of our computer systems and networks.
- Maintain the computers and servers, including backup servers, within the school facilities and classrooms according to District Standards.
- Support and help the students with personal computers for advanced on-line usage and troubleshooting.
- Repair, maintain and install all equipment related to technology (promethean boards, computers, laptops, iPads, networking infrastructure, and digital accessories)
- Maintain, coordinate, and establish protocols for software and application upgrades, auxiliary technology management from a variety of modernized systems specifically for the CTE, AGE Programs and the testing centers.
- To support industry certification of any Internet Technology program.
- Protect confidential information and records with security protocols as delineated by the MDCPS Office of Information Technology.
- The following are State and Federal mandates concerning the technical usage and infrastructure of Academic Facilities as required by M-DCPS Information Technology District Guidelines:

- FLDOE Bureau of Educational Technology: <https://www.fl DOE.org/about-us/division-of-technology-info-services/educational-technology/>
 - Miami-Dade County Information Technology Services: <https://its.dadeschools.net/-/rightColumn/1062>
 - American Disabilities Act (ADA): <https://www.ada.gov/racheck.pdf>
- The current equipment and supplies available is as follows: (equipment are fixed items, supplies are consumable/varying)

QTY	Technical Equipment	QTY	Janitorial Equipment & Supplies
7	Servers	50	Printers
10	Virtual Servers	80	Laptops
2	Back-up Servers	10	Scanners
1	Routers	26	Promethean Boards
1	Firewalls	1000ft.	UDP Cables
24	Switches	25	UTP Connectors
21	WiFi Access Points	10	Virtual Reality Equipment
6	Battery Back-ups	Varying	Network Accessories: Outlets, Connectors, etc.
315	Computers	Varying	Hardware Parts ie. Memory, Mother Boards, etc

The primary source of funding comes from the school district, as such, it delegates the over-all direction and growth of technological assets and modernization. The technicians are in contact with the school districts Office of Information Technology and follow the Technology Plan, and act as liaisons, between TEC and the District's Office of Information Technology.