



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## **Plan for Operation, Maintenance & Improvement of Physical Facility & Technical Infrastructure**

CTK has developed a plan for the operation, maintenance and improvement of its facilities. The purpose of this plan is to ensure that the facilities provide a quality learning environment to ensure the class rooms and facility are well lit, clean, enough supplies of class room needs including media to run the class, supply of water, clean restrooms, including to check and report the status of elevator, and support the mission of the institution. The School Director and Facility Coordinator will be responsible for implementing the procedures outlined in the plan.

### **Personnel**

The Facility coordinator is responsible to maintain clean, safe and adequate facilities with appropriate utilities for classrooms, offices, restrooms, meeting areas, parking, etc. Custodial staff will be responsible for daily cleaning which includes removing all trash from instructional and non-instructional areas, dusting surface areas, sweeping and moping tile floors, cleaning and disinfecting all bathroom surfaces, and installing paper towels, soap and tissue as required. Supplies and equipment needed

for cleaning will be provided through a purchase order requests made by the facility coordinator, who also provide basic cleaning supplies for instructors and staff to take care of general classroom clean-up and emergency situations. Administrative staff will conduct routine checks to ensure that the building is clean and safe.

## **Outlines of Activities**

### **1. Facility Repairs**

All facility repairs are the responsibility of the Facility Coordinator. All employees will be responsible for reporting needed repairs to the Facility Coordinator. The School Director will review the repair needs and make a final decision

### **2. Equipment and Supplies**

Equipment and supplies purchased for instructional purposes will meet all required safety standards. Purchases of equipment and supplies will only be made through well-established reputable vendors. The facility coordinator will be responsible for handling any problems with equipment maintenance that arise. Equipment will be repaired or replaced immediately to ensure the safety of staff and students. Identified safety issues will be discussed immediately with the School Director, and, this responsibility will go to Health & Safety Coordinator, who maintain the record of all safety issues and the action taken will be maintained by the School Director.

The supplies used by instructors and students will be maintained in appropriate condition adhering to infection control and standard precautions and in compliance with OSHA Standards.

### **3. State and Federal Laws**

CTK facilities shall be maintained in accordance with local, state and federal requirements. Licenses to operate will be prominently displayed in each facility. Fire extinguishers will be maintained and replaced throughout the year as needed. Inspection tags will be placed on all fire extinguishers at the time of inspection. Exit routes will be posted throughout each facility. The physical plant will comply with Americans with Disabilities Act based on the needs of students and staff. Reasonable accommodations will be made when indicated. Any deficiencies shall be brought to the attention of the School Director for immediate correction.

### **Review, Evaluation & Revision of the plan**

The plan for the operation, maintenance, and improvement of the physical plant will be made available to staff and students on an annual basis. Staff will be collecting survey of the users, and the result of the survey will be provided in **regular staff meeting and/or by the institutional advisory board, at least annually for its review and revised as needed. The copy of the revised plan is made public keeping the revised plan in the main lobby of the campus.**