



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— PULASKI —

Operation and  
Maintenance of  
Facilities /Technical  
Infrastructure  
/Distance Ed  
Infrastructure Plan

**Objective:**

The Tennessee College of Applied Technology at Pulaski's Operation and Maintenance of Facilities / Technical Infrastructure / Distance Ed Infrastructure Plan is designed to ensure that the institution's campus is always properly maintained. In doing so, the overall appearance of the buildings and grounds is maintained as well as the technical and distance education infrastructure; therefore, projecting a positive image for the institution both visually and functionally. Creating such an image makes a good impression on prospective and current students as well as the public.

**Purpose:**

Address maintenance, safety, and infrastructure issues in a timely and efficient manner.

**Intent:**

Provide procedures for periodic inspections as well as reporting procedures for all buildings, grounds, and infrastructure to ensure the safety, well-being, and productivity of all students, staff, and faculty at the Tennessee College of Applied Technology-Pulaski.

**Responsible Parties:**

Maintenance/Facilities/IT employee(s)

Faculty and staff with expertise in specific maintenance and IT areas

Safety Committee

Administration

**Procedures:**

1. Routine maintenance and inspection
2. Identify non-compliant equipment and facilities
3. Repair damaged/nonworking equipment
4. Request assistance for repairs
5. Request removal and replacement of non-compliant equipment

## **ASBESTOS INSPECTION POLICY - AHERA**

### **Asbestos-Containing Materials in Colleges Law**

According to the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos-Containing Materials in Colleges rule requires local education agencies to inspect their college buildings for asbestos-containing building material, prepare asbestos management plans and perform asbestos response actions to prevent or reduce asbestos hazards. Public College districts and non-profit private Colleges, including charter Colleges and Colleges affiliated with religious institutions (collectively called local education agencies), are subject to the rule's requirements.

Federal Asbestos Law and Regulations <https://www.epa.gov/asbestos/asbestos-laws-and-regulations>

### **NEW TBR POLICIES IMPLEMENTATION, DISSEMINATION AND MAINTENANCE**

The Tennessee Board of Regents Policies and Guidelines are maintained on the TBR website and by the College President and are in that office. When new or revised policies and guidelines are received, these documents are referred to the President. The College President reviews and files the new material. The new policy information is then passed on to the appropriate staff members by either giving them a copy of the new policy or sending a link to the appropriate webpage on the TBR website by email. Board action affecting faculty and staff is disseminated in summary by email.

Both the Tennessee Board of Regents Policies and Guidelines are always available for any staff member to review. TBR Policies and Guidelines are available for viewing on TBR's website: <https://policies.tbr.edu>

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - PULASKI**  
**Operation and Maintenance of Facilities / Technical Infrastructure /**  
**Distance Ed Infrastructure Plan**

Facility equipment such as HVAC chiller/boiler, phone system, copiers, etc. is handled through the TCAT-Pulaski purchasing department in conjunction with TBR by vendor bids of annual contracts. Most such bids will include a renewable clause for 3 or more additional years, if acceptable to TCAT-Pulaski and TBR.

Repair of program/instructional equipment may be handled as follows:

- Equipment in need of repair is referred to a program instructor [specific to the equipment repair needs] who will analyze the equipment problem and, if allowable, assign students this maintenance repair task. This method allows for timely and less expensive repair costs plus serves as a real-life training experience for the students.
- Media equipment such as computers, VR headsets, overhead projectors, etc. is referred to the administration by the instructor in cases of needed repair. The administrators get the IT Department, Electrical and Plumbing Construction Technology (EPCT) instructor, or Computer Operating Systems and Network Technology (COSNT) instructor to look at these items for possible in-house repair. If the repair is not possible "in-house" then the instructor/department will be asked to submit a requisition for the purchase of new replacement equipment. A computer repair request is utilized by submitting a written request via email to [helpdesk@tcatpulaski.edu](mailto:helpdesk@tcatpulaski.edu) as computers comprise most of these types of media equipment maintenance.
- IT Technical and Distance Ed infrastructure is maintained by the IT department and COSNT. TCAT-Pulaski internet is purchased from both Windstream Internet and the Pulaski Electric System. Our IT department and COSNT maintain our responsibilities for this service from our line of demarcation. The IT department and COSNT maintain the servers, switches, cabling, etc. for this network. The IT department and COSNT also assemble, repair, and set up all computer systems in the programs and departments of TCAT-Pulaski. TBR maintains the firewall, software subscriptions, and the learning

management system (Brightspace/D2L). Upgrades such as networks and software licenses are reviewed and moderated by TBR on a continuous basis.

- Equipment in need of repair, being facility or instructional, can be referred to a private maintenance type business or company for the needed repair(s). This case may call for on-the-spot repair or occasionally the equipment may need to be shipped to the vendor selected.

In cases of extremely vital equipment that is needed to maintain the facility or instructional operations, TCAT-Pulaski can refer to the TBR Purchasing Policy 4.02.10.00 (<https://policies.tbr.edu/policies/purchasing-policy>) if the requisition time is a factor or if excessive budgetary costs of the item are prohibitive to the institution.

#### A. Lighting

- 1) Maintaining a well-lit environment for all classrooms, labs, offices, and occupied rooms is the main responsibility of the institution's President and Vice President of Instruction and Operations.
- 2) New and improved lighting fixtures are installed, when possible, at times of construction and renovation or as need dictates, when capital maintenance funding is available.
- 3) Daily and weekly maintenance procedures:
  - a. Our Maintenance/Facilities employee(s) is responsible for daily-weekly checks to identify problems with lighting systems. His/her responsibility is to locate any light bulbs needing replacement and install new bulbs. This includes all inside and outside fixtures. All employees can assist with this task simply by emailing the President, Vice President of Instruction and Operations and/or Maintenance/Facilities when such deficiencies are noticed by them. If the Maintenance/Facilities employee(s) detects the problem is more than replacement bulbs, he notifies the administration who will request maintenance assistance from a maintenance instructor for follow-up troubleshooting and repair.

#### B. HVAC

- 1) TCAT-Pulaski's main campus maintains safe and comfortable HVAC operations by several methods.

- a. Annual maintenance contract on the main chiller, boiler, and pumps provides quarterly inspections, preventative maintenance, and contractual repair when needed through this agreement.
  - b. TCAT-Pulaski's Maintenance/Facilities employee(s) cleans and/or replaces filters monthly.
  - c. Repair on-wall air handlers, control valves, and standalone heating and cooling units are directed to the HVAC department by emailing the President, Vice President of Instruction and Operations and/or Maintenance/Facilities. Maintenance/Facilities also performs seasonal checks on this equipment at Winter and Summer intervals.
  - d. Replacement units, when needed, are approved by the administration through our purchasing system.
  - e. The HVAC instructor maintains computerized control settings on all areas covered by the main chiller and boiler.
  - f. Periodic reviews of this system are also conducted by the Facilities Management Staff at the TBR.
- 2) The 3 campuses located in Lawrence County School System buildings incorporate a team effort to maintain heating and cooling equipment. TCAT-Pulaski's facilities located in Lawrence County are owned by the Lawrence County Board of Education.
- a. The HVACR-Pulaski (main campus) program is called on when heating and cooling problems arise in our program areas. Due to time needs or if it involves major equipment such as boilers, etc. the maintenance department of the Lawrence County School System may be called.
- 3) The Lawrence County Instructional Service Center in Lawrenceburg, TN is maintained by maintenance personnel from Booker Assets of Tennessee, LLC. In addition, maintenance assistance is provided as live work projects by TCAT-Pulaski students and instructional staff.

#### C. Grounds Upkeep

- 1) The annual contract is executed for lawn maintenance and upkeep at the Pulaski campus. This includes mowing, weed eating, shrub trimming, and bush hogging.

#### D. Building Facility Maintenance and Upkeep

- 1) General Cleaning
  - a. Includes but is not limited to floors, windows, restrooms, buffing, stripping, trash, painting, general supply items, etc...

b. Personnel responsible at all campus sites:

- TCAT-Pulaski Maintenance/Facilities employee(s)
- College work-study students
- PT maintenance help when available and fiscally feasible
- Shop areas maintain their similar duties by students through daily clean-ups and major end-of-quarter clean-up.

2) General Building Maintenance

a. Includes minor as well as more major items such as:

- Minor needs are handled by the institution's Maintenance/Facilities employee(s).
- Responsibilities would include minor electrical repairs, minor roof patching, window replacement, installing marker boards, repairing furniture, and plumbing.
- More major types of maintenance would be sent to our Industrial Maintenance and HVAC programs.
- Items that cannot be handled by the two above categories would be contracted to a private outside source.

E. Vehicle Maintenance

- 1) All vehicle maintenance is the responsibility of the institution's Maintenance/Facilities employee(s). He/she schedules consistent washing, oil changes, preventative checks, tire safety, and other repairs as needed.

F. Instructional Equipment

- 1) TCAT-Pulaski must maintain all instructional equipment in proper working order. This equipment is the foundation on which the programs are built. This institution strives to provide up-to-date equipment that is always in top operating condition. This maintenance plan is in place to accomplish that goal.

a. Equipment Purchasing

- Instructors have input into each year's budget's preparation process as they summarize their upcoming equipment and supply needs. Prioritization and funding of these requests are decided by the TCAT-Pulaski administration.

b. Equipment Maintenance

- Each program instructor is responsible for ensuring all instructional equipment is operational. All instructors share their specific expertise

in team efforts to maintain and repair equipment. If equipment cannot be repaired by TCAT-Pulaski instructional personnel, then it is determined against repair costs by outside vendors versus replacement costs.

c. Equipment Disposal

- Disposal of all equipment must follow TBR policy guidelines as outlined in TBR Disposal of Surplus Personal Property Policy 4:02:20:00  
<https://policies.tbr.edu/policies/disposal-surplus-personal-property>
- TCAT-Pulaski maintains an equipment inventory as mandated by TBR policy. The Maintenance/Facilities employee(s) checks and verify the physical presence of this equipment annually and such a document is filed by TCAT-Pulaski.

G. Safety and Security

1) Safety and Security are a TCAT-Pulaski Administration focus. The well-being and safety of students, staff, and faculty are highly promoted as a priority and are highlighted as being a team effort.

- a. All instructional programs include within their curriculums a safety section required of all students. Safety is reinforced not only to new entering students but is constantly built into the curriculum throughout each of the student's time at TCAT-Pulaski. Each instructor is responsible for ensuring that his/her equipment is in safe working condition.
- b. Following TBI regulations annual reports are compiled and submitted on crime occurrences such as murder, robbery, rape, assault, burglary, weapons possession, etc...
- c. OSHA reports are filed annually to indicate any injuries of employees whether resulting in lost time or not.
- d. Accident report forms (see attachment) must be completed and reviewed any time a student suffers minor or greater injuries. TCAT-Pulaski administration reviews these reports for ways to prevent future accidents and injuries.
- e. The institution has a comprehensive Health and Safety of Employees, Students, and Guest to Maintain Readiness Plan. This plan was developed and implemented by the Safety Committee Chairperson and members of his/her safety committee. The plan is reviewed and approved by the TCAT-Pulaski



President and Vice President of Instruction and Operations. The plan encompasses both preventative and past event safety procedures as they apply to students, staff, faculty, and guests. The plan includes all safety and health measures including:

- Emergency Action Plan
- Fire Drills and Procedures
- Safety Inspections
- Blood Borne Pathogens
- Emergency and Disaster Procedures
- Evacuation Routes for both fire and disaster
- Campus Security
- Accident Reports
- Fire Extinguisher Inspections
- Boiler Inspections
- MSDS

This team ensures that all safety-related procedures are written and available to all staff and faculty members. Components of this plan are periodically reviewed by the Safety Committee and TCAT-Pulaski Administrators.

It is the President and Vice President of Instruction and Operations responsibility to ensure that the effectiveness of the Operation and Maintenance of Facilities / Technical Infrastructure / Distance Ed Infrastructure Plan is evaluated for any needed follow-up and improvements. Maintenance / Facilities / IT employee(s) and TCAT-Pulaski instructors assisting with facility maintenance are evaluated annually. Maintenance/Facilities/IT procedures, responsibilities, job descriptions, and performance are reviewed annually by the institution's administrators. Students' evaluations are another method of gaining insight into the plan's effectiveness. The Presidents annual review by the TBR also considers these responsibilities as a part of his/her evaluation. The administration uses crime statistics and accident reports as a measure of the plan's success.