

OPERATION AND MAINTENANCE PLAN

Adequacy and Improvement of Physical Facilities

SCUSD District staff maintain the physical facilities of the school. In 2012, a Sustainable High-Performance Facilities master plan was conducted for Charles A. Jones Career and Education Center. SCUSD provides general maintenance for CAJ on weekly, monthly and quarterly schedules throughout the year.

Maintaining and Replacing Equipment

Maintenance issues of school physical facilities in need of repair are first reported to the administration and/or plant manager. The plant manager evaluates whether or not she has the expertise to execute the repair. If she is unable to fix the item, Charles A. Jones Career & Education Center uses district services to help with equipment repair. Repairs from the district are requested using an electronic work order request system. The Plant Manager II and Adult Education Manager III communicate with the district to monitor progress of work orders.

The school administrator budgets funds earmarked for replacement of equipment. Consideration of replacement will include an investigation of equipment alternatives to take advantage of any innovation that may have taken place for improved equipment performance. Acquisition of replacement equipment will be expedited through the open purchase order option or through the regular purchase order process.

Disposing of Obsolete Items that are Beyond Repair

Obsolete items that are beyond repair are surveyed out using the district survey out system. The discarding of old or broken equipment must be approved by the Board of Education, and removed by the maintenance department for recycling or disposal. The plant manager uses pallets to collect and wrap items to be surveyed out, and district forms are used to log items according to proper procedures. Appointments are then scheduled for district facilities staff to remove the pallets of items to be discarded from the school.

The Plant Manager II identifies the items to be surveyed out, completes the Sacramento City Unified School District Surplus Equipment Form WHS-F004, INVENTORY OF SURPLUS EQUIPMENT, indicating the name of the site, description of item (i.e. computer, monitor, fax machine); serial #; SCUSD barcode (if applicable); whether the item is working or non-working; and the value of the item. The form is submitted to SCUSD for review and approval. All surplus materials must be Board approved before disposal. Once it is approved, SCUSD contacts the CAJ Plant Manager II to make arrangements for pickup. This process can be done periodically and/or annually with SCUSD assistance, using the instructions for form WHS-F004.

Ongoing Operation and Maintenance

- Personnel – Plant Manager and custodial staff are responsible for ongoing operation and maintenance of the physical facility.
- Equipment and supplies – Plant Manager is responsible for evaluating and troubleshooting operation and maintenance of equipment. Plant Manager is also responsible for maintaining supplies related to the physical facilities. The Manager III is responsible for maintaining supplies related to the school office and classrooms. Both the Plant Manager and the Manager III will handle work order communication requests with the district office.

Adequacy and Improvement of Technical Infrastructure

Equipment inventory lists have been completed for all existing and new equipment. Details are included in the equipment lists, including serial numbers, model numbers and any inventory tag numbers that exist. Dates of purchase and anticipated replacement dates are noted on the inventory lists so that equipment can be surveyed out on a schedule, with oldest and obsolete equipment to be surveyed out first. SCUSD IT staff updates all software as updates become available. Funding for Technical infrastructure improvements comes from a variety of sources, including federal, state and local funding. Acquisition of replacement equipment will be expedited through the open purchase order option or through the regular purchase order process.

SCUSD information technology staff provides IT support to our school staff. If SCUSD IT staff is unavailable to assist with troubleshooting technical needs on site, staff is able to use software that allows them to access software remotely. CAJ computer teacher is also able to assist with technical troubleshooting on site.

Ongoing Operation and Maintenance

- Personnel – SCUSD IT staff is responsible for evaluating and troubleshooting operation and maintenance of Technical Infrastructure related to computers. Vendors are contacted regarding maintenance of technical equipment under maintenance contracts. Plant Manager and Manager III receive repair requests from staff for technology and submit work order requests to the district when necessary.
- Equipment and supplies - The Manager III is responsible for maintaining supplies related to technical infrastructure in the school office and classrooms. Both the Plant Manager and the Manager III will handle communication for work order requests with the district office.

Information Available to Staff Regarding Operation and Maintenance Plan

Information regarding the Operational and Maintenance Plan is available to employees in the CAJ Staff Handbook.

Information Available to Students Regarding Operational and Maintenance Plan

Information regarding the Operational and Maintenance Plan is available to students on the school website at www.caj.scusd.edu .

Evaluation of Operation and Maintenance Plan

Evaluation of Operation and Maintenance Plan occurs in administrative meetings, weekly facility staff meetings, district facility staff meetings, districtwide facility staff professional development meetings and yearly updates to site technology plan.

(Charles A. Jones Career and Education Center does not offer Distance Education and there is no plan in place for Distance Education infrastructure)