

Garnet Career Center
Operation and Maintenance of Physical Facilities/Technical Infrastructure Plan
Physical Resources

Goals and Objectives for Plan

Physical Facilities: The school principal supervises a staff of three custodians. The custodians each have areas of responsibility for cleaning and maintenance, and obligations in oversight of safety and improvement. There are also areas that are common to all three such as sidewalks surrounding school and the faculty parking lot.

The custodial staff addresses daily cleaning of classrooms, offices, restrooms, the auditorium, hallways and stairwells. They plan and conduct larger projects, such as floor waxing, when students are not present. They address snow removal as needed, and insure equitable heat throughout the building in the winter. As needs for repair or improvement arise, they report to the principal and discuss appropriate responses to issues.

The Kanawha County Schools Maintenance Department is housed at the Crede Warehouse. That department is responsible for the following:

- Roofing
- Plumbing
- Painting
- Ceilings
- Floors
- Heating
- Cooling
- Electrical
- Lighting
- Doors/Locks

There are a variety of inspections conducted regularly to assist in safe operation of the school. Assessments are made by or of the following personnel:

- Fire Department
- Health Department
- Fire Safety Equipment
- Fire Alarm
- Elevator
- General Building
- Pest Control

The goals and objectives in operation, maintenance, and physical improvement are to maintain the school in a manner that considers all aspects of the physical plant – growth and development, safety, operational equipment, improvement, and responsible maintenance of the building, always bearing in mind the needs of all stakeholders.

Equipment and supplies utilized by the custodial staff include, but are not limited to the following items:

- Basic floor cleaning equipment
- Vacuum cleaner
- Side-by-side scrubber
- High speed buffer
- Wet/dry vacuum
- Power washer

Technical Infrastructure:

It is the Mission of the Information Systems Department to provide the highest quality and most cost-effective technology-based services to Kanawha County Schools and departments as well as establishing and maintaining an effective operational environment. This department supports the software development and continual operation at the administrative levels in the county and school offices with software administrators and technicians.

The Technology Department, under the auspices of the Curriculum and Instruction Assistant Superintendent, provides support for classroom computers, teachers, and students. Under the Employee Portal Intranet in the Kanawha County Schools web site, teachers and administrators have access to various resources. Some of these resources include computer repair reports, technology forms and Acceptable Use Policy forms, and a link to the online learning management system Schoology.

Activities to Achieve Objectives

The school principal communicates regularly with custodial staff on all matters pertaining to the operation, maintenance, and physical improvement of the school. The schedules of the custodians are designed to cover pre-school time and until every student and other staff members have exited the building. Discussions are held if any issues arise, and decisions regarding handling of such issues are held. The Safety Committee meets monthly and includes the administrator, the counselor, department chairs, and a custodian. Members are responsible for conducting a monthly building inspection. This is also another opportunity for any concerns to be brought forward and addressed. Faculty Senate and staff meetings are open to any member expressing facility concerns, as are Local School Improvement Council/School Wide Advisory Committee meetings and Occupational Advisory Committee meetings.

If the facility has a need covered by the Kanawha County Maintenance Department, a work order is placed electronically by the school secretary. Maintenance workers then come to the school and assess the needs and address them as is appropriate.

Inspections listed are done regularly and are directed by the Kanawha County Board of Education. If any issues are discovered during these inspections, the appropriate Maintenance Trade Department addresses any needs the school is unable to address internally. Any repair or need they are unable to address may be contracted to agencies outside of county employment, as directed by the head of maintenance.

Technology issues are referred by staff and faculty to the Technology Contact staff member at Garnet Career Center. If the school technology contact cannot resolve the issue, then either the Kanawha County Schools Information Systems Department or the Technology Department are contacted for repair or guidance.

The School Building Authority of West Virginia was created in 1989 by the West Virginia Legislature to address the educational planning and school construction needs of the state in an efficient and economical manner. The Legislature also created a state funding mechanism that would assist local boards of education in the construction and renovation of new and existing facilities. West Virginia Code 18-9D established legislation that created a governing board made up of citizens, State Board of Education members and members of the construction trades industry to oversee the program and create policies and procedures for the governance of the School Building Authority (SBA) and staff. County boards of education are required by law to have an approved ten-year CEFP active and on file with the WVDE and the SBA.

Timelines

Custodians continually inspect their areas of responsibility for any issues. The Safety Meeting is held monthly, and building inspections done by the members are also done monthly. Custodians inspect fire extinguishers regularly, but outside agencies inspect all other listed equipment. The administrator receives reports from these agencies and directs any improvements or repairs needed.

Improvement

While the major goals regarding the facility are safety and proper maintenance, the school also has an eye to the future. Improvements are discussed at Faculty Senate, staff meetings, Local School Improvement Council/School Wide Advisory Committee and Occupational Advisory Committee meetings. The minutes of these meetings are available upon request by any individual. While great strides have been made recently at the school in regard to technology, it is an area that is in constant growth to remain up-to-date with the current standards. All stakeholders believe intensely that the school must continue to strive to remain current in that arena. While funding can be an issue, grants and available county funding will continue to be utilized for technology improvements and updates.

The school also has a need to procure permanent parking for students, and this is an area of improvement currently being pursued by the administrator through discussions with the Board. While roadblocks currently impede moving forward, this is an improvement that the school intends to continue seeking for the well-being of the student body.

Personnel Responsible for Overseeing the Plan

The plan is available in the main office and on the school's web site. The ongoing day-to-day operation, maintenance, and improvement of the physical facilities plan are under the guidance and direction of the school principal. The plan is reviewed and revised annually by the school principal and the custodial staff.