



Centureon Institute

Operations and Maintenance of Physical Facilities/Technical Infrastructure Plan

PURPOSE

The purpose of this plan is to address the ongoing operation, maintenance, and technical infrastructure of the institution.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the administrative personnel of the school.

APPLICABILITY

This policy applies to all school facilities and technical infrastructure.

EFFECTIVE DATE

July 1, 2021

POLICY

- Physical Facilities
- Liability Insurance
- Technical Infrastructure
- Security
- Personnel for School's Daily Operation
- Personnel for School's Maintenance
- Equipment and Supplies
- Repair and Maintenance Provisions
- Technical Infrastructure Maintenance
- Relevant State Law and Applicable Federal Codes and Procedures
- Evaluation by Fire Marshal
- Accident and Incident Reports

Physical Facilities

Centureon Institute is located at 4011 West Flagler Street, Suite 306 Miami FL 33134. Our facilities are +/- 1,450 square feet and include: 2 classrooms, 1 Medical Assistant laboratory, 1 Phlebotomy laboratory, 1 reception area, 1 media center with Internet, computers and reference books, and 4 administrative offices. The building is handicap accessible, including a fully operational elevator.

Liability Insurance

The school maintains a liability insurance.

Technical Infrastructure

Internet Services – Internet services are contracted through Comcast.

Wi-Fi services are available to all personnel, students, and visitors.

Computers – for school staff and faculty (password protected). The computers available at the Media Center are also password protected. School computers have original licenses for MS Windows and MS Office, as well as UpToDate antivirus software.

Printer/copier/scanner – for school personnel and students.

Protected Cloud Service – Dropbox for secured electronic documentation storage. The application is password protected and offers data security, encryption, an automated backup system, and disaster recovery.

Security

Student Records – All students' documents, progress, transcripts, attendance, and evaluations are stored physically in a locked fireproof documents safe box located in one of the administrative offices.

Staff and Faculty Records – Administrative personnel records as well as faculty are also maintained in the locked fireproof documents safe box, located in one of the administrative offices.

Personnel for School's Daily Operation

The school's administrative personnel are responsible for the school's daily operation. They conduct their duties according to their job descriptions and are supervised by the school President. The school physical facilities and technical infrastructure are a responsibility of all employees, as their daily use impacts their maintenance. School personnel are encouraged to report any maintenance or hazards to be dealt immediately. All requests are directed to the school President.

Personnel for School's Maintenance

The school's physical facilities are maintained by the building management hired personnel, and by the school owners. The school may contract personnel depending on the project needs. Maintenance is coordinated by the school President.

Equipment and Supplies

The equipment and supplies necessary for the school operation as well as for instruction are maintained with the outmost standards for safety and availability to personnel and students. Appropriate equipment and supplies for the maintenance and housekeeping are purchased as needed by the school President.

Repair and Maintenance Provisions

Expenses for equipment repair, maintenance, and replacement are included in the budget allocated to this plan. Such requests are to be made directly to the school President and will be dealt accordingly. Instructional equipment is maintained by the school owners. When needed, school owners will contract a third party with the required experience to conduct repairs or maintenance according to the specific needs. All equipment repairs are supervised closely by the school owners. The Director of Education will inform the school President of any maintenance needs. Depending on the cost of maintenance or repair, the school President may decide on purchasing new equipment to avoid interruptions to student instructional programs. Based on what the school President deems fit,

following the Administrative Regulation 3270.a-c, Centureon Institute can sell, donate, or destroy/dump obsolete equipment.

Technical Infrastructure Maintenance

Our computers, internet, printers any technology related to the school are maintained by a local company contracted on an ongoing basis.

Relevant State Law, Applicable Federal Codes and Procedures

School facilities are maintained in accordance with local, state, and federal laws. The school displays the license to operate and all appropriate permits in the school's reception area. Fire extinguishers are maintained and inspected annually. The physical plant complies with the Americans with Disabilities Act based on the needs of students and staff. Every effort is made to meet reasonable accommodation requests. Referrals regarding reasonable accommodations are made to outside agencies when indicated. The school will conform to all relevant building codes. Fire evacuation routes are posted in each room of the school at eye level.

Annual Evaluation by Fire Marshal

On an annual basis adequacy of facilities and safety are evaluated by the local fire marshal to ensure compliance. All fire marshal inspections are kept on file in the administration office. Any deficiencies are brought to the attention of the building condo association's Board President for immediate correction.

Accident and Incident Reports

Accident and Incident reports are considered at the time of evaluating the effectiveness of the Operations and Maintenance Plan and propose new implementations and strategies. Accidents and incidents are dealt with following the procedures established in the Health and Safety Plan included in this policy manual.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the school President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the school President via email, who will follow up accordingly. Completing the purchase requisition form is the first step in the purchasing process. A purchase requisition form is mandatory to request all supplies, equipment, and service. Manufacturer and industry directions are followed in order for proper storing of all equipment.

- The instructor must prepare a purchase requisition form including an explanation of the emergency.
- The instructor submits the emergency purchase request to the Campus Director, who then enters the information into the Strategic Planning notebook.
- Once the purchase requisition has been approved, the Committee's President forwards the request to the Campus Director for processing.
- Campus Director processes the purchase requisition and initiates an emergency order number to be placed.
- The item is purchased, delivered, and forwarded to the requesting party
- The final step is to have the appropriate staff member document a confirmation of completion.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Operations and Maintenance*" Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.