LAKE SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: PHYSICAL PLANT MAINTENANCE NUMBER: PROC 7.05

REFERENCE: State requirements for Educational Facilities (SREF), 1997
Florida Department of Education Maintenance and Operations (M & 0) Guidelines
Florida Department of Education Maintenance and Operations Administrative Guidelines
Board Policy 7.04, Construction, Remodeling & Renovation Projects
Board Policy 7.05, Maintenance of College Facilities

ENCLOSURE: Deferred Maintenance Plan
Preventative Maintenance Plan
Custodial Cleaning Schedule
Equipment Replacement Plan
Group Relamping Schedule
Integrated Pest Management Plan

I. PURPOSE

To promulgate policy, establish procedures and provide information concerning the routine, day to day maintenance and operation of the Lake Sumter State College main campus and outlying facilities.

II. OBJECTIVES

To support the College mission/purpose by:

a. Providing adequate, comfortable facilities, maintained and operated in accordance with the Florida Department of Education's Maintenance and Operations (M & 0) Guidelines.

b. Providing operations, maintenance, construction, renovation and/or remodeling services in support of other departmental functions, goals and/or objectives

c. Providing for a safe and sanitary environment.

d. Providing for the efficient operation of facilities and equipment in order to ensure the maximum economical utilization of resources.

a. Emergency maintenance

b. Preventative maintenance

c. Routine maintenance and repair

d.

XIII. CUSTODIAL MAINTENANCE PERSONNEL TRAINING PROGRAM

d. Supervisory personnel will be scheduled to:
   1. Attend such courses as may be available to improve leadership skills (subject to personnel and funding availability);
   2. Attend annual training/refresher training in Right-to-Know, AHERA compliance and such other subjects as may be appropriate/required.

XIV. INSPECTIONS

a. Annual Comprehensive Safety Inspection in accordance with the State Requirements for Educational Facilities (SREF), Chapter V, Uniform Building Code (see PRO 7-02, Campus Safety).

b. Periodic LSCC Health and Safety Inspections in accordance with the policy and procedures established by the College President, the College Safety Committee and/or the Vice President of Business Affairs using the LSSC Health and Safety Inspection Form (IS792 re W* n BT /F2 11.04 Tf 1 0 0 1 53.5