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| Campus Development, Maintenance and Improvement Plan | Plans |
| | Effective Date: May 1, 2018 |
| | Board Review Date: May 16, 2018 |

- (1) Purpose. To develop, maintain and improve Campus buildings in order that the Dixie Technical College (College) facilities support the mission of the College in a safe and appropriate manner.
- (2) Organizational Structure. The Executive Director of Facilities (“Facilities Director”) oversees facility services. These services include custodial, facilities, routine maintenance, security, and IT.
- (3) Roles and Responsibilities
 - (a) Campus facility services include routine custodial, building maintenance, set-up, move coordination, material handling, utilities, vehicles, hazardous materials, campus health, safety, IT, security and risk management. Ground maintenance is performed by third party companies that are selected by the building owners, which are external to Dixie Tech.
 - (b) Normal request for services by staff can be done by contacting the Facilities Director.
 - (c) Emergency services can be accessed by following emergency protocols as outlined in the Campus Health and Safety Plan.
 - (d) Facility services personnel, equipment, and supplies are budgeted under the direction of the Facilities Director for the purpose of maintaining the campus facility and infrastructure. Capital equipment requests are created, prioritized and submitted through a purchase requisition outline in the Purchasing Policy.
- (4) Campus Operation, Development and Improvement Planning
 - (a) Multiyear campus improvements, building acquisitions, building remodeling, and capital improvements are outlined in the Multi-Year Strategic Plan found in the Strategic Plan.
 - (b) Capital Funding Approval -- Capital projects are prioritized by the College President and the Facilities Director. The College Board of Director’s approves all capital requests prior to submission to the UTech Board of Directors for approval.
 - (c) Dixie Tech Projects – Remodeling, alterations, replacement or repair projects not funded directly by the state. Dixie Tech has an ongoing budget for campus improvement projects. The Facilities Director recommends and submits project prioritization requests to the Campus President. Once projects have been approved, the Facilities Director coordinates and/or delegates the completion of these projects.
- (5) Facility and Equipment Maintenance and Repair
 - (a) College Facility Services staff members respond to day-to-day facility and equipment maintenance and repair requests. For requests that required advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to

- oversee the project.
- (b) Employees submit requests for facility, equipment or IT maintenance and/or repair by contacting the Facilities Director.
- (6) Health, Safety and Security
- (a) Health and Safety Procedures at the Dixie Technical College (College) are contained in the Health and Safety Policy. The plan outlines the protocol for the management of the health and safety of students in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.
 - (b) The Learning Resource Media Plan states that current, relevant, sufficient and up-to-date equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Program instructors and directors evaluate program equipment and supply needs and submit annual budget requests for purchases required.
 - (i) Instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use. Operations & Maintenance provides basic maintenance of classroom equipment. Instructors also use external vendors for more extensive maintenance and repair of equipment.
 - (c) The Equipment Transfer/Disposal Procedures outline the disposal of equipment as needed.
- (7) Evaluation
- (a) The College utilizes several methods for evaluating the Campus Development, Maintenance and Improvement Plan and the processes that support its operation including; internal surveys reports, independent evaluations and regulatory inspections.
 - (b) Surveys have been developed for staff and students, which help identify issues pertaining to the campus, facilities or services. Independent inspections and evaluations are conducted by local, county, state and federal agencies as required by laws and regulations. The safety, security and reliability of the physical facilities are also considered in these evaluations.
 - (c) Following is a brief summary of the evaluations used to provide feedback on facility development, improvement, operations, maintenance and security:
 - (i) Risk Management Self Inspection – the Utah State Division of Risk Management is a state agency that provides insurance, requiring state facilities to follow prescribed rules and regulations. The College performs Risk Management Self Inspections of all area of the campus and facilities annually. The comprehensive report provides feedback on items that need to be corrected.
 - (ii) Student Survey – Upon completion of a course, students complete a survey. Feedback concerning College facilities is provided to the Health and Safety Committee.
 - (iii) Utah Division of Facilities Construction and Management (DFCM) Survey – DFCM conducts on an as-needed basis, surveys such as commissioning, Facilities Desk, building audit and systems analysis.
 - (iv) Incident Reports – If an incident report indicates issues with facilities, a maintenance request is sent to the Facilities Director to resolve the concern.
 - (d) On an annual basis, faculty and staff are to review and make changes if necessary to the Campus Development, Maintenance and Improvement Plan.