



Operation, Maintenance, and Building Improvement Plan PROGRAM OVERVIEW

The Delta County School District (DCSD) provides building maintenance and management services to the Technical College of the Rockies (TCR). The TCR campus has three on-site employees dedicated to provide daily corrective and preventive maintenance, custodial, landscaping and other services as required. Specialized support is provided from Delta County School District resources as needed. TCR is responsible to annually review and adjust all preventative maintenance procedures to assure continued compliance.

BUILDING MANAGEMENT

Managing Delta County School District building assets is the primary function of Delta County School District Maintenance Department (DCSDMD). Emphasis is placed on preventive maintenance of building equipment and systems to prevent premature failure and to ensure the expected equipment life. DCSDMD develops maintenance schedules for all installed building equipment. Work orders are handled by on-sight and by Delta County School District Maintenance personnel. As-built drawings, manufacturer publications, and operation and maintenance manuals specific to the installed equipment are housed on-site and available for staff reference as required. The Delta-County School District Maintenance Department provides skilled staff to perform routine repairs and offsets this with a limited number of vendors to maintain specialized equipment. Maintenance performed at these locations is measured against preventive maintenance and follows industry standards and equipment manufacturer's recommendations. In addition to providing standard maintenance services, DCSDMD offers TCR assistance in areas such as developing annual capital improvement requests, energy reduction measures and emergency management assistance.

CAPITAL IMPROVEMENT PROCESS

The Delta County School's maintenance supervisor assists TCR with identification and prioritization of needed capital repairs on the college campus. Additionally, emergency repairs that may arise are coordinated through TCR funding and DCSD project guidance.

In addition to TCR's maintenance and custodial staff, the DCSD employs a full-time maintenance supervisor who is responsible to make building and infrastructure improvements at the TCR campus as directed. This position provides TCR the ability to make program space alterations in a swift manner in response to industry needs.

Each year the College Director consults with TCR, DCSDMD building personnel and administrative team members to prioritize a list of building improvement projects for DCSD Superintendent to consider. Delta County School District superintendent reviews our priorities and funds those projects that their budget will allow for in a given year. For smaller improvement projects, TCR has a building improvement budget to pay for these projects as they are deemed necessary.

ORGANIZATIONAL STRUCTURE

In support of the TCR maintenance program, Delta County School District provides internal contracting and accounting services, automated systems support, and energy management services. Contract Services provide assistance in procuring contracts for items such as waste removal, etc. Accounting services provide accurate cost accounting, budgeting, and invoice processing. Energy management and automated systems support is provided by a small staff of highly trained employees who work with local staff to ensure TCR buildings are operating as designed and as efficient as possible, while meeting local, State and Federal codes and requirements. Systems serviced include lighting, mechanical, access control, security, and fire detection.

EMPLOYEE TRAINING AND DEVELOPMENT

Delta County School District supports employee development by providing safety and other training annually to fulfill federally mandated requirements. Optional education opportunities are also provided and encouraged to increase skill levels and knowledge of the individual employee. Performance plans are created annually to outline employee responsibilities and to develop training plans for each individual.

SUPPORTING INFORMATION

Detailed information on specific policies and procedures can be found at the following locations: (link From John Mchugh)