

# Physical Resources Plan

## PURPOSE OF THE PLAN

To ensure the optimal condition of AVTEC's physical facilities, encompassing training, classroom, business, residence life, and ancillary resources integral to the institution, ensuring they receive regular attention for safe and effective utilization by stakeholders and constituents.

## IDENTIFY STAKEHOLDERS

Students engaged in training

AVTEC Staff

The City of Seward and members of the Seward community

Future Students

## SCOPE OF SERVICES

AVTEC's physical resource repairs and routine maintenance are provided by AVTEC's maintenance department. AVTEC's facilities are spread throughout the Seward community, totaling 19 owned and one leased building.

The facilities include:

- The First Lake Area encompassing AVTEC's Administration and Business Offices, along with the Business and Office Technology, the Information Technology, Maritime Training classrooms and Construction Technology Training Programs.
- The Residence Life area, in the 3<sup>rd</sup> & 4<sup>th</sup> avenue blocks of downtown Seward, includes student housing, student cafeteria, the Student Services Center, and the Culinary Arts Training Program.
- The Applied Technology Facility is located on Leirer and Alameda roads. It is home to the Diesel/Heavy Equipment Technologies, Industrial Welding, and Industrial Electricity Programs.
- The Port Avenue Facility houses the Plumbing and Heating and Refrigeration Programs. This is a rented facility and is not owned by AVTEC or the State of Alaska. Routine and as needed maintenance of this facility is conducted by the owner of the facility.
- The physical resources plan also extends to the Maritime Fire Field, Facilities Maintenance Shop, and AVTEC apartment buildings.

AVTEC physical resources are available to the City of Seward through shared facility use agreements; facilities include the AVTEC Student Service Center, the First Lake Facility parking lots and driveways, and the Alaska Maritime Training Center Fire Field; AVTEC facilities are an integral part of the City of Seward Emergency Operations and community evacuation plans.

Members of the community have access to physical resources in the Student Service Center. Day-to-day and periodic cleaning of all AVTEC physical facilities are provided by the AVTEC Environmental Services Department; snow removal and landscaping across all AVTEC facilities are provided by the AVTEC Maintenance Department.

## **STAFF RESPONSIBLE**

MAINTENANCE STAFF: There are five staff assigned to work at AVTEC; one maintenance foreman, three maintenance specialists, and one maintenance generalist.

Maintenance staff work a traditional shift of 7 AM – 4:00 PM Monday – Friday. Outside the normal workday, the members of the staff share responsibilities for providing on-call maintenance services for buildings on campus. The on-call maintenance staff member is available 24 hours-a-day and has access to all the supplies, equipment, and other maintenance resources, including other staff, if necessary, to handle maintenance emergencies.

Each maintenance staff member is assigned a vehicle for use during the workday to travel between buildings on the AVTEC campuses. The maintenance department is well-equipped with all necessary supplies, tools, and resources to address maintenance issues and emergencies promptly. The Facility Maintenance Building supports their operations with a large heated shop for projects, tools, and equipment storage, as well as a shared office and a break-room space for the entire staff.

DIVISION OPERATIONS MANAGER: the AVTEC Division Operations Manager supervises the AVTEC maintenance foreman and collaborates with the maintenance staff to establish the priorities of the maintenance team.

ENVIRONMENTAL SERVICES: The AVTEC Environmental Services team, led by a Custodial Foreman and supported by four custodians, ensures the cleanliness and readiness of the facilities. The Custodial Foreman reports directly to the Division Operations Manager, and coordinates with the team to cover traditional Monday-Friday daytime shifts and evening work.

Custodians have designated areas of responsibility, guaranteeing that all spaces are ready for staff and students each work and training day. Substitute custodians are available for on-call shifts, stepping in when regular employees are on leave.

The Environmental Services department is well-equipped with a wide variety of custodial tools and supplies. Hand tools, chemicals, vacuums, extractors, and equipment for sanitizing facilities and equipment as well as consumable supplies are strategically stocked in multiple locations across the AVTEC campus, ensuring easy access for staff.

EXTERNAL AUTHORITIES: The City of Seward oversees building inspections, occupancy certificates, as well as planning and zoning for AVTEC facilities, all of which are inside the Seward city limits. The State of Alaska is responsible for certifying elevators and boilers in all campus buildings.

## **MAJOR ACTIVITIES**

The Maintenance Foreman advises administration on project feasibility, outlining which tasks can be completed using in-house resources and those requiring external contractors due to scope or capability constraints. When services are to be contracted out, the Division Operations Manager works with Department of Labor staff in Juneau to secure these services through the state procurement system. Most large projects need to go through the deferred

maintenance process. This process is driven by the Department of Transportation and Public Facilities.

Custodial and Environmental Services tasks are carried out by the Environmental Services staff based on regular assignments from the Custodial Foreman. Public areas, office spaces, classrooms, common areas of Residence Halls and training areas of the campus are cleaned 5 days per week. Cleaning operations include vacuuming, eliminating dust and debris, wiping down and sanitization of surfaces, as well as restocking essential supplies such as paper products and cleaning agents for shared use.

The maintenance of grounds, parking lots, and outdoor facilities on the campus is a collaboration of effort involving Maintenance, Custodial, and staff from other Departments. Routine maintenance, litter pickup, and snow removal are all completed on a regular and as-needed basis to ensure the safe operation of the campuses and grounds.

AVTEC facilities adhere to state public facility inspections, standards, and building codes. AVTEC is also subject to federal, state, and municipal codes and procedures applicable to facilities and operations of campus facilities.

## **EVALUATION**

AVTEC's Division Operations Manager together with the Maintenance Foreman, identify and plan for future capital projects and funding strategies to meet the long-term needs of AVTEC and its stakeholders. This plan is evaluated on an annual basis.

Additionally, as issues related to physical resources occur during the course of regular operations, the projects and plan are reviewed by AVTEC Administration and the Department Head responsible for the area affected. Modifications to the plan may occur as a result of knowledge gained through operations, or from one of the regular reviews of this plan.

## **COMMUNICATION PLAN**

Physical resources in need of repair or maintenance are observed in the course of duty by staff members who report the issue(s) to their Department Head. Once submitted, work orders are prioritized by the AVTEC Division Operations Manager and the AVTEC Maintenance Foreman and assigned to a specific maintenance staff member based on specialized skills required to complete the order.

Maintenance keeps one employee on-call for after hours and emergencies. In case of emergency, if the on-call staff cannot be reached, contact the Maintenance Foreman. If additional Environmental Services tasks are needed the Department Head responsible for the area in need communicates that to the Custodial Foreman.

This plan is available for review through the AVTEC public website.

## **BUDGETARY RESOURCES**

The AVTEC Division Operations Manager and the Maintenance Foreman, identify and plan future capital and deferred maintenance projects and funding strategies to accomplish the goals of the long-term facility plan. The State of Alaska Facilities Council meets annually to review departmental plans, prioritize resources, and make funding recommendations to the State of Alaska Office of Management and Budget for necessary projects.

With the Maintenance Foreman's purchasing authority and approval, maintenance staff members purchase supplies and equipment not stocked by the maintenance department if available for purchase locally. Other specialized items may be purchased from statewide or national suppliers and delivered to Seward.

AVTEC's Division Operations Manager, working with the Lead Custodian, identifies and plans for staffing, equipment, and supplies necessary for routine custodial and environmental services tasks on an annual basis, as part of the State of Alaska budget process.