

# **AVTEC Physical Resources Plan**

## **PURPOSE OF THE PLAN**

To ensure that AVTEC's physical facilities which make up the training, classroom, business, residence life, and ancillary resources of the institution are in good operating condition and receive necessary regular attention so that they may be safely and effectively used by stakeholders and constituents.

## **IDENTIFY STAKEHOLDERS**

Students engaged in training

AVTEC Staff

The City of Seward and members of the Seward community.

## **SCOPE OF SERVICES**

AVTEC physical resources repairs and maintenance are provided through a Service Level Agreement (SLA) between AVTEC and the State of Alaska Department of Transportation and Public Facilities (DOT&PF). Outlined in the SLA is the expected repairs and maintenance tasks to be provided for six different facilities located through the community; First Lake, Residence Life, Applied Technologies, Port Avenue, Maritime Safety, and Facility Maintenance totaling twenty owned and leased buildings that house AVTEC training and operations. DOT&PF maintenance employees perform preventative maintenance, as-needed repairs, minor renovations, and all non-custodial work tasks necessary for safe and efficient operations.

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 and First Lake Facility;

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 performed by DOT&PF and AVTEC Environmental Services, with assistance from other AVTEC staff members when necessary.

## **STAFF RESPONSIBLE**

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

DOT&PF maintenance staff work a traditional shift of 7 AM – 3:30 PM Monday – Friday. During other hours, 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 of the supplies, equipment, and other maintenance resources, including other staff if necessary, to handle maintenance emergencies.

Each maintenance staff member is assigned a vehicle to use during the workday to travel between buildings on the AVTEC campuses. The maintenance department has a full assortment of tools used by the maintenance specialists. The Facility Maintenance building has a large heated shop for working on projects and storing tools and equipment, as well as shared office and break-room space for the staff.

CHIEF OF OPERATIONS: The DOT&PF-AVTEC Service Level Agreement is facilitated by the AVTEC Chief of Operations and the DOT&PF Maintenance Foreman.

ENVIRONMENTAL SERVICES: The AVTEC Environmental Services staff consists of one Custodian Foreman and four Custodians. The custodial foreman works under the direct supervision of the Chief of Operations. Custodians work evenings in addition to traditional Monday-Friday daytime shifts.

Custodians have specific areas of responsibility to ensure that all areas are ready for use by staff and students at the start of the work and training day. Substitute custodians are available and work on-call shifts as needed to cover for regular employees on leave.

The Environmental Services department has 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 stocked in multiple locations around the AVTEC campuses to allow for easy staff access.

OTHERS: The City of Seward is responsible for 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 Service Level Agreement between DOT&PF and AVTEC includes all routine maintenance and needed repair work related to AVTEC facilities, with the exception of Custodial/Janitorial services, utility payments, service contracts, capital projects, and procurement of supplies, outside contracts and services.

The Maintenance Foreman advises administration which projects can be completed using in-house resources and which projects are beyond the scope or capability of existing resources and will require an outside contractor. When services are determined to be contracted out, the Chief of Operations works with Department of Labor staff in Juneau to obtain these services through the state procurement system.

Some building systems across the campus, such as the boilers and HVAC, are monitored through the internet. Changes in system operation can be made remotely, allowing a maintenance person to control aspects of campus building operations when they are not physically on campus.

Custodial and Environmental Services tasks are carried out by the Environmental Services staff based on regular assignments from the Lead Custodian.

Public areas, office spaces, classrooms, common areas of Residence Halls and training areas on the AVTEC Seward campuses are cleaned 5 days per week by custodians. Cleaning includes vacuuming, wiping down, and sanitizing all surfaces, as well as restocking necessary supplies for shared use.

The grounds, parking lots, and outdoor facilities on the AVTEC Seward campuses are maintained by a combination of 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 are subject to state public facility inspections, standards, and building codes. AVTEC is also subject to federal codes and procedures that are applicable to facilities and operations of campus facilities. Compliance with these state and federal requirements is the responsibility of the DOT&PF in consultation with the AVTEC Chief of Operations.

Under the AVTEC-DOT&PF Service Level Agreement, DOT&PF is responsible for ensuring that all of AVTEC's physical resources are adequately maintained, safe, and have a sufficient number of qualified personnel to support AVTEC's mission.

## **EVALUATION**

AVTEC Administrators, 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. The AVTEC Department Heads review specific facility plans, needs, and resources and make recommendations to the Administration as needed.

The Service Level Agreement between AVTEC and the Department of Transportation and Public Facilities is renewed each year and evaluated for outcomes and necessary modifications by the leadership of both AVTEC and DOT&PF during the agreement renewal process.

This plan is evaluated on an annual basis by the AVTEC Department Heads. Additionally, as issues related to physical resources occur during the course of usual operations, they are reviewed by the AVTEC administration and the Department Head responsible for the area affected. Modifications to the plan may occur at any time as a result of knowledge gained through usual operations or from one of the regular reviews of this plan.

Because a key component of Physical Resources is preventative maintenance, one of the measures to determine the effectiveness of this plan is the number of equipment or facility failures that occur over a period of time but within the expected service-life, since it is reasonable to believe that some premature failures are a result of a lack of preventative maintenance or improper usage.

## **COMMUNICATION PLAN**

Physical resources in need of repair or maintenance are observed in the course of their duties by staff members who report the issue(s) to their Department Head. These needs are communicated by AVTEC Department Heads to the Maintenance Department through an on-line work order system maintained by the Department of Transportation and Public Facilities. Once submitted, work orders are prioritized by the AVTEC chief of operations and the DOT Maintenance Foreman and assigned to a specific maintenance staff member based on specialized skills required to complete the order.

The name and phone number of the DOT&PF Maintenance employee who is on-call is located on the Maintenance Calendar found on the AVTEC Intranet site, under Maintenance Department Home Page. Information about the on-call maintenance staff can also be obtained from the dorm attendant on duty. In case of emergency, or if the on-call staff cannot be reached, contact the Maintenance Foreman.

When additional Environmental Services tasks are needed due to accidents or changes in weather, operations, or usage, the Department Head responsible for the area in need communicates the need to the Custodial Lead. The ES Lead will then schedule one of the

Custodians to complete this task on a one-time, regular, or as-needed basis depending on need.

This plan is available for review through the AVTEC public website as well as part of the AVTEC Administrative-Employee Handbook.

## **BUDGETARY RESOURCES**

The AVTEC Chief of Operations, together with the Maintenance Foreman, identifies and plans for future capital projects and funding strategies to accomplish the goals of the long-term facility plan. The Facilities Committee reviews facility plans and resources and makes recommendations to the Administration as needed.

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

Budgetary decision-making occurs on an annual basis as a part of the renewal of the Service Agreement between AVTEC and the Department of Transportation and Public Facilities. Some aspects of the budget (i.e. personnel and vehicles) are included in the DOT&PF budget approved by the Legislature and enacted by the Governor. Other aspects of the budget (i.e. materials) are included in the AVTEC/DOLWD budget approved by the Legislature and enacted by the Governor.

Administration, 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.