LINDSEY HOPKINS TECHNICAL COLLEGE

Step up to Success

OPERATION AND MAINTENANCE - PHYSICAL RESOURCES PLAN 2025 – 2026

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Mission

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

Vision

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

Introduction

At Lindsey Hopkins Technical College (LHTC), our team is dedicated to fostering a dynamic learning environment which supports student success and empowers individuals to achieve their career aspirations and fullest potential. To ensure this mission is upheld, the college has established a comprehensive Operations and Maintenance Plan designed to maintain a clean, safe, and functional campus environment.

This plan outlines clear guidelines and procedures to ensure the effective management of all operational aspects of the institution. Oversight of the plan is entrusted to an experienced Administrative Assistant who reports directly to the Director. This key individual is responsible for managing the operations and maintenance plan, ensuring its alignment with institutional goals, and supervising custodial and security staff to maintain a campus environment conducive to excellence.

Through a collaborative and proactive approach, LHTC remains committed to delivering the highest standards of campus management and providing a supportive setting for students, staff, and faculty alike.

Personnel

The Facilities and Security Department at LHTC is committed to maintaining a safe, secure, and well-kept environment for all students, staff, and visitors. The campus includes five elevators, and a wheelchair-accessible ramp located between Buildings C and D, ensuring full compliance with ADA standards and promoting accessibility for everyone. This department operates with a highly organized team structure, which includes:

- **Custodial Team**
    - **Head Custodian**: Oversees all custodial operations and ensures cleanliness standards are consistently met.
    - **Two Lead Custodians**: Assist the Head Custodian in managing and coordinating daily tasks.
    - **14 Full-Time Custodians**: Maintain the campus' cleanliness and sanitation needs.
    - **Two Part-Time Custodians**: Provide additional support as needed.

- **Security Team**
    - **Head Security Specialist**: Directs campus security operations and implements safety protocols.
    - **Lead Security Specialist**: Supports the Head Security Specialist in supervising the security team.
    - **Seven Full-Time Security Specialists**: Monitor and protect the campus throughout operational hours.
    - **One Full-Time Security Monitor**: Focuses on maintaining a safe environment through surveillance and on-site patrols.
    - **Two Part-Time Security Monitors**: Supplement the security team during peak periods.

Additionally, LHTC benefits from the services of a **Zone Mechanic** provided by the district. The Zone Mechanic provides preventative maintenance by visiting the campus two days a week and addressing work orders, managing mechanical and electrical

issues, and performing routine facility maintenance in alignment with the Zone Mechanic's job description.

Through the collaborative efforts of this team, LHTC ensures its facilities are optimally maintained and its campus remains a safe and welcoming space for all.

Staff Training

Staff training at LHTC is a vital component of maintaining a safe, clean, and well-organized campus. Training is guided by the Maintenance Operations Manual and Custodial Handbook published by Miami-Dade County Public Schools (M-DCPS). This document provides detailed protocols for cleaning procedures, safety measures, and professional conduct, ensuring custodial staff are equipped to meet the highest standards. This manual is revised by the district as needed. This resource is readily accessible by all employees, students, and visitors through the M-DCPS website.

Custodial staff participate in regular district-led training sessions and bi-monthly departmental meetings to stay informed concerning updated procedures, new equipment, and emerging trends. Annual OSHA-compliant training prepares staff to handle hazardous materials, manage bodily fluids, and dispose of waste safely. This includes meeting vaccination requirements for Hepatitis B and Bloodborne Pathogens to ensure the health and safety of both staff and the broader campus community.

Assignments for custodians are structured on a rotating, four-month schedule to balance responsibilities and ensure consistent campus maintenance. Reporting systems, such as a district hotline, allow staff, students, and visitors to report restroom and maintenance concerns quickly and effectively.

In addition to training, the college promotes healthy and safe behaviors through strategically placed sanitizing stations, procedural signage, and guidelines for classroom and elevator use. These efforts reflect LHTC's commitment to staff

development, operational excellence, and creating an environment where everyone can thrive.

Facility Improvements / Equipment and Supplies

At LHTC, the management of facility improvements and equipment supplies is a collaborative effort led by the Administrative Assistant and Business Manager. Together, they ensure the timely procurement of essential supplies, adequately maintaining an inventory system that prevents depletion. Supplies for custodial staff are regularly monitored, with appropriate funding allocated in the school budget to ensure the maintenance department has the necessary tools and resources. Custodial supplies are securely stored and distributed to staff on a weekly basis to support their work effectively.

Budget

At LHTC, the Building Operations budget is thoughtfully allocated to ensure the effective upkeep of the campus. Custodial supplies and related expenses are managed through the principal's budget, ensuring the availability of resources necessary for daily operations and maintenance. Additionally, the district provides designated funding for larger scale projects, such as building improvements, construction, and infrastructure upgrades. This dual-approach budgeting structure allows LHTC to address both routine maintenance needs and long-term facility enhancements, ensuring a safe, clean, and well-maintained environment that supports the college's educational mission.

Non-Instructional Equipment and Supplies

To address maintenance and equipment issues, LHTC follows established district policies. Custodial staff report stolen, damaged, or obsolete items through the same procedures applicable to all employees. Major repairs and capital improvements are initiated using the Capital Improvement Request form (FM-2406), ensuring clear

documentation and accountability. A monthly School Request Status Report is distributed to track open and closed work orders, enabling the Administrative Assistant and Zone Mechanic to monitor progress and resolve outstanding issues efficiently.

All maintenance equipment valued at $1,000 or higher is tracked through the Miami-Dade County Public Schools (M-DCPS) computerized property control system, ensuring proper management and accountability. Obsolete equipment is identified and removed using the Outgoing Controlled Equipment form (FM-1670), maintaining an up-to-date inventory and ensuring compliance with district policies.

This comprehensive system for managing supplies, repairs, and equipment ensures that LHTC's facilities remain in excellent condition, supporting a safe, efficient, and well-maintained environment for students, staff, and visitors.

Janitorial Equipment & Supplies	QTY	Janitorial Equipment & Supplies	QTY
Scrubbing Machines	2	Stripper	Varying
Wet Vacs	2	Stripping Pads	Varying
Riding Lawn Mower	2	Wax	Varying
Regular Lawn Mower	1	Mops	Varying
Vacuum Backpacks	2	Buckets	Varying
Blowers	2	Hand Towels	Varying
Weed Eaters	2	Trash Bags	Varying
Victory Germicidal Sprayers	2	Tools	Varying
Titans Germicidal Sprayers	4	Paintbrushes	Varying
Shovels	4	Paint	Varying
Rakes	2	Gloves	Varying
Picks	1	Janitorial Supplies (Toilet Paper, Hand towels, Soaps, Germicidal, etc.)	Varying

Relevant State Laws

LHTC adheres to all applicable state laws and regulations by undergoing regular physical plant inspections mandated by M-DCPS, Miami-Dade County, and the State of Florida. These inspections ensure the facility complies with safety, health, and operational standards to provide a secure and well-maintained environment for students, staff, and visitors.

The M-DCPS Division of Safety and Emergency Management conducts an Annual Comprehensive Safety Inspection to evaluate fire safety, sanitation, and casualty conditions, aligning with the State Requirements for Educational Facilities (SREF), Chapter 5, and Rule 69A-58. Additionally, the school operates under an Annual Facility Maintenance Permit, as outlined in Florida Statute 553.80(6)(d), authorizing routine maintenance, emergency services, and minor renovation projects up to $200,000.

The State of Florida Department of Health performs an annual inspection, documented in a comprehensive report to ensure the school meets public health standards. LHTC also complies with regulations regarding asbestos management, as the M-DCPS Department of Asbestos Management conducts a detailed inspection every three years on Asbestos Containing Building Materials. Furthermore, the M-DCPS Division of Emergency Management oversees the removal of combustible liquids and non-hazardous materials from the facility as needed.

To safeguard communication and data integrity, LHTC implements district-wide measures to maintain the reliability of its networks and secure storage of critical information. These efforts are detailed in the school's Media Services Plan, which ensures compliance with state and district standards for technology infrastructure.

Through rigorous inspections and adherence to state laws, LHTC upholds its commitment to providing a safe, compliant, and functional educational facility.

Plan Evaluation

LHTC employs a comprehensive and collaborative approach to evaluate its Operations and Maintenance Plan, ensuring it remains effective and responsive to the needs of the institution. The evaluation process incorporates multiple sources of data, including inspection reports from building, health, and safety assessments, as well as feedback gathered through student and staff Climate Surveys. These diverse inputs provide a holistic view of the plan's strengths and areas for improvement.

Each year, during the Opening of Schools meeting, all staff members are actively involved in the evaluation process. They are given the opportunity to review the current plan, engage in discussions, and vote on its adoption. This participatory approach ensures that the plan reflects the insights and expertise of those directly involved in its implementation.

Comments and recommendations collected during this process are carefully considered to refine and revise the plan as needed. This iterative process of review and adjustment fosters continuous improvement, ensuring that the Operations and Maintenance Plan effectively supports the institution’s mission of providing a safe, clean, and efficient environment conducive to teaching and learning.