

PHYSICAL RESOURCES

A Plan for the Ongoing Operation and Maintenance of Physical Facilities

COE Standard 6

Rev. 12/2023

I. Scope

The purpose of the Physical Resources plan is to address the adequacy and improvement of South Texas Training Center's campuses and to provide guidance for the ongoing operation and maintenance of the facilities.

South Texas Training Center has three campuses located at:

Main Campus

213 E. Ferguson Ave.
Pharr, TX 78577

Branch Campus

1901 W. Hwy 77, Sunshine Strip
San Benito, TX 78586

Branch Campus

1220 N. Malinche Ave., Suite B
Laredo, TX 78043

II. Adequacy and Improvements to Physical Facilities

To ensure our physical facilities meet the necessary standards and continue to improve over time, the institution follows a structured process involving quarterly reviews conducted by campus directors, faculty, and staff. These quarterly reviews assess the condition and functionality of our facilities, identifying any areas needing improvement or repairs. The campus directors submit reports summarizing their findings and recommendations, which are then evaluated by the administrative team. Based on these evaluations, appropriate actions are taken to address any identified issues, such as allocating resources, coordinating with maintenance personnel, or scheduling renovations.

Quarterly Reviews consist of the following components:

- *Facility Maintenance Schedule* – The facility maintenance schedule will be maintained by the campus director and submitted to the administration team quarterly. This maintenance schedule ensures that each facility is maintained and operated in a safe and clean environment. A sample facility maintenance schedule is attached to this plan as an appendix item.
- *Facility Maintenance Checklist* – The facility maintenance checklist will be conducted by the campus director and submitted to the administration team quarterly. This checklist will be completed at the end of each quarter to provide the administration team with a 'snapshot' of current campus conditions. A sample maintenance checklist is attached to this plan as an appendix item.

The administrative team will evaluate any maintenance issues or requests reported during quarterly reviews and act accordingly. Additionally, any maintenance or repair issues can be reported at any time by contacting the campus director. Any facility

request reported outside the quarterly review should be addressed to the campus director and submitted to the administrative team using the maintenance request form.

III. Budgetary Support

Budget available for facility maintenance and improvement

The fiscal year budget includes line items for *Cleaning and Janitorial, Repairs, and Lawn Maintenance* that support facility repairs, maintenance, and/or upgrades. The budget line item used for computer-related maintenance is *Computer Maintenance and Services*.

IV. Personnel

Campus directors are responsible for the adequacy and ongoing operation of their facility. All faculty and staff will assist in supporting a safe, clean, and healthy environment. With help from faculty and staff, the director will be responsible for completing quality checklists and reporting maintenance issues and broken equipment. The campus director will submit all requests to the administrative team for approval.

V. Equipment and Supplies

Non-instructional equipment and supplies.

Equipment and supplies for maintaining, cleaning, and improving the physical facilities are acquired using the supply request process and are approved on an as-needed basis to support a safe, clean, and healthy environment.

Facility Maintenance & Repair

a. Facility Cleanliness and Care

South Texas Training Center retains weekly cleaning services at each campus to maintain high health and safety standards. Cleaning services provide the supplies needed for custodial care. South Texas Training Center will make available any needed supplies not included in the cleaning service agreement. Any issues regarding cleanliness and care should be reported to the campus director for follow-up and resolution. Cleaning agreements/scope of service is added to this plan as an appendix item for each campus.

b. Utilities

South Texas Training Center campuses in San Benito and Pharr pay for all utilities provided. The Laredo campus pays for these services in conjunction with its landlord of which it shares building space. Repairs, renovations, and installations are made by South Texas Training Center at each campus and in conjunction with landlords, as needed. The upkeep and painting of interior and exterior walls are done in conjunction with landlords at each location.

c. General Maintenance and Repair

General maintenance and repairs are scheduled through the Facility Maintenance Schedule and, as needed, through routine observation. All maintenance requests should be made using the maintenance request form and

submitted to the campus director.

d. **IT & Technology**

Technology at South Texas Training Center is maintained through a third-party company (Nanosecond) with oversight from the compliance officer and administrative team. IT is defined as all computer systems, telephones, and IT networks and processes. Nanosecond submits quarterly reports detailing support tickets, system logs, and updates as part of the institution's quarterly review.

Ticket System for Issue Reporting: A support ticket system is in place provided by Nanosecond to streamline communication and address technical concerns efficiently. Staff members can report any issues related to IT and technology through this computer application. Nanosecond will respond to these tickets within 24 hours, providing a solution or update to resolve the reported issues in a timely manner.

All other technology issues should be reported to the campus director via email for next steps or resolution. Other technology is defined as multifunction printers, timeclocks, televisions, etc.

Each campus director will submit the facility maintenance checklist as part of their quarterly review and maintain a maintenance schedule in order to promote a clean and functional environment. Maintenance records shall be maintained in the director's office.

VI. Relevant State Law

Compliance with relevant state law, federal codes, and procedures.

The institution complies with all applicable laws regarding fire prevention. Yearly inspections for fire safety are conducted at each campus by qualified inspectors from local fire departments to ensure mandated procedures are met and campuses comply with fire safety regulations. These inspections include verifying that fire extinguishers at each campus are in good working order and have the proper inspection tags. Fire drills are done quarterly at each campus, including all students and staff. Exit routes are posted throughout each facility. Each campus complies with the American Disability Act and all local building codes.

VII. Plan Review & Evaluation

Includes input from faculty and students, is evaluated annually, and plan results are shared with faculty and staff.

Faculty, staff, and administration review this plan and its contents annually. During this review, faculty and staff read the plan together and are asked to provide feedback or recommendations. The administrative team reviews feedback or recommendations for consideration.