

BCTC Facilities Maintenance Action Plan

Mission Statement

The maintenance department of Bluegrass Community and Technical College will provide support services for the purpose of maintaining a well functioning and safe facility that is conducive to a quality learning and work environment for all who come in contact with the college. The maintenance department will conduct all its business in a manner that is integral to the overall mission of the community college and provide assistance to all who require the services of the maintenance department.

Goals

- Professionally maintain all BCTC facilities.
- Maintain a high rate of employee retention through team based organization.
- Continuing employee education through site based training.
- Maintain all facilities to the highest standard.
- Adherence to the highest standards of safety.

Maintenance Staff

- The maintenance department will be staffed by two (2) maintenance mechanics, four (4) assistant supervisors, four (4) maintenance workers and one (1) full- time Director of Maintenance and Operations.
- Maintenance staff will be distributed among all 6 campuses according to need.

Maintenance Staff Responsibilities

- Performs maintenance repairs on BCTC facilities and equipment, including HVAC, plumbing, electrical, carpentry and vehicle maintenance.
- Performs daily operations including moving furniture, equipment, setting up rooms for special events and meetings.
- Remains on call 24 -7
- Performs safety inspections as needed and quickly responds to any safety issues.
- Responsible for locking and unlocking the facilities each day.
- Any other duties as assigned by the Director.

Director of M&O Responsibilities

- Coordinates the overall management of the facilities regarding maintenance and housekeeping for multiple campuses.
- Plans, schedules and manages any minor renovation projects.
- Responsible for the completion of all special projects assigned by the Vice President for Finance and Administration.
- Completes annual PPE's for maintenance and housekeeping staff.
- Performs safety inspections as needed and quickly responds to any safety issues.
- Performs routine building inspections for maintenance and housekeeping issues.
- Maintains M&O annual budgets.
- Responsible for completing any M&O related paperwork.
- Inspects work of employee's, handles disciplinary issues and training of employee's under his supervision.

Assistant Supervisor Responsibilities

- Assists M&O Director in supervising staff.
- Maintains M&O work order and PM database.
- Responds to any faculty, staff and student concerns in the absence of the Director.
- Orders supplies for maintenance as needed.
- Performs maintenance repairs on BCTC facilities and equipment including HVAC, plumbing, electrical, carpentry and vehicle maintenance.
- Performs daily operations including moving furniture, equipment, setting up rooms for special events and meetings.
- Performs daily mail run and runs errands to pick up and deliver supplies.
- Remains on call 24 -7
- Performs safety inspections as needed and quickly responds to any safety issues.
- Responsible for locking and unlocking the facilities each day.
- Any other duties assigned by the Director.

M&O Work Order Requests

- Any work order requests from faculty, staff or students should be submitted via the M&O work order system.
- The M&O work order program is a Web based program and is accessible from any computer at <https://www.bluegrass.kctcs.edu/ites/>, by using individual e-mail credentials to log into the system.

- M&O will respond to individual work requests within two (2) business days, unless a specific date is indicated that the work is to be done. Most jobs should be completed within two (2) weeks unless there are extenuating circumstances.

Emergency Calls

- For work requests that require immediate attention, contact the M&O office at extension 56512 for Cooper Campus or 56740 for Leestown Campus.
- Any emergency calls concerning police, fire or ambulance service should be to **911**.
- After hours phone numbers: Michael Ball 859-509-4556, David Lynn 859-509-5165, Cecil Tichenor 859-509-4559, Randy Himes 859-509-4557, David Branham 859-509-4558, Chris Holland 859-509-4560.

Preventative Maintenance Program

- The M&O department currently has a preventative maintenance program in place to aid in maintaining all equipment associated with BCTC facilities.
- The PM program is a Microsoft Access based program.
- The PM program is executed on a monthly basis.
- All PM's are recorded in the data base for proper record keeping.
- On the Leestown, Danville and Lawrenceburg campuses all PM'S are handled by a state contract with A&A Mechanical.

Contracted Items

- The M&O department strives to complete as much work in- house as possible, but there are some items that must be contracted out for:
 - HVAC (by KCTCS contractor, A&A Inc.).
 - Any electrical work requiring a licensed electrician.
 - Any plumbing, mechanical or building renovations requiring a licensed contractor.
 - Any work that is beyond the scope of the M&O department, i.e., too large of a job or requiring expertise in an area that M&O does not have.

M&O Work Schedule

- The maintenance department is open Monday through Friday 6:00 a.m. until the last class has dismissed, normally 10:00 p.m., and does change according to the class schedule.