



SARASOTA
COUNTY SCHOOLS



**OPERATION & MAINTENANCE
OF
ALL PHYSICAL FACILITIES
PLAN**

REVISED: 1/25/2017

SECTIONS

- 1** Personnel
- 2** Equipment & Supplies
- 3** Relevant State Law
- 4** Applicable Federal Code & Procedures
- 5** Evaluation/Revision

1. Personnel

Suncoast Technical College has developed this plan to address the operation, maintenance, and improvement of the physical plant for all campuses.

STC delivers services and instruction at the following locations:

- STC (main campus)
4748 Beneva Road, Sarasota, FL 34233
- STC North Port (branch)
4445 Career Lane, North Port, FL 34289
- STC Venice (extension)
409 Bahama St., Venice, FL 34285
- STC Newtown (extension)
2400 Colson Ave., Sarasota, FL 34234
- STC Fire Science Academy (extension)
794 Circus Blvd., Sarasota, FL 34232
- STC Alta Vista (extension)
1050 S. Euclid Ave., Sarasota, FL 34237

The operation and maintenance of physical plants at the above locations are managed through the Sarasota County School District's Facilities Services department. The Facilities Services Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of professionals dedicated to continuous improvement and service excellence. Their mission is to provide proactive, high quality custodial, building maintenance and grounds services to customers in a timely and cost effective manner. They accomplish this through an emphasis on; professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

The district Facilities Services department employs zone Facilities Managers that cover specific schools in related geographic areas. They also allocate custodial

staff to each school based on specific data elements including physical facility size. STC custodians provide routine maintenance, such as grounds maintenance, lawn mowing and edging, cleaning buildings, delivery of packages, light carpentry work, carpet cleaning, etc. Maintenance beyond those mentioned are met by the school district tradespeople staff and/or vendors.

The STC custodial staff utilize an online service request system to track, manage, and prioritize facility needs. STC custodians work with the district Facilities Services department to complete service requests that are beyond their scope of practice.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, STC staff works closely with STC custodians and the district Facilities Services department to meet the requirements.

An assigned STC administrator meets twice monthly with the school's zone Facilities Manager, the STC day, and STC night head custodians to review outstanding service requests, prioritize, and establish completion timelines. Even though the STC custodians do not report directly to STC administrators, they work closely together to ensure an adequate, safe, healthy physical environment for students, staff, and visitors.

2. Equipment & Supplies

Suncoast Technical College has developed this plan to ensure appropriate and necessary equipment and supplies are available for staff to operate and maintain the physical plants of all STC sites.

The custodians and district facilities staff have adequate supplies to assure operation and maintenance of the physical facilities. Supplies are purchased as need arises through the school district warehouse. If the item is not available in the warehouse, an outside approved vendor is used.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, STC staff work closely with STC custodians and the district Facilities Services department to meet the requirements.

3. Relevant State Law

Section 235.185, Florida Statutes, defines the legal and statutory requirements for operating and maintaining school and community college facilities throughout the state. As part of the five-year requirement for a district facilities work program, this legislation further establishes the authority of local school boards and the State Board of Community Colleges to spend public funds “...to adequately provide for the maintenance of the educational plant and ancillary facilities”.

Section 5(1) of the Florida State Requirements for Educational Facilities mandates that local school boards and community colleges establish “... policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health of its occupants”. Relative to this requirement, these rules also establish a number of general criteria for a variety of maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

Further, all Sarasota County School facilities will be built and will follow Florida building code and Occupational Safety and Health Standards (OSHA).

4. Applicable Federal Code & Procedures

The following list of code sections are deemed relevant to the normal operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current at the time these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

National Fire Protection Association (NFPA)

- 1) 10 Portable Extinguishers
- 2) 11 Foam Ext. Systems
- 3) 12 Carbon Dioxide Systems
- 4) 13 Sprinkler Systems

- 5) 13A Sprinkler Maintenance
- 6) 13E Sprinkler Prop., F. D. Operations
- 7) 14 Standpipe, Hose Systems
- 8) 20 Centrifugal Fire Pumps
- 9) 24 Private Fire Service Mains
- 10) 30A Automotive and Marine Service Station Code
- 11) 31 Oil Burning Equipment
- 12) 37 Combustion Engines
- 13) 40 Motion Picture Film
- 14) 45 Labs Using Chemicals¹
- 15) 46 Forest Products, Storage
- 16) 50 Bulk Oxygen Systems
- 17) 51 Welding and Cutting
- 18) 51B Welding Processes
- 19) 52 CNG Vehicular Fuel Systems
- 20) 54 National Fuel Gas Code
- 21) 56F Nonflammable Medical Gases
- 22) 56HM Home Respiratory Therapy
- 23) 58 LP-Gas Storage Use
- 24) 59 HP-Gas, Utility Plants
- 25) 59A LN-Gas, Storage, Handling
- 26) 70 National Electrical Code
- 228 Florida Center for Community Design + Research
- 27) 70B Electrical Equipment Maintenance
- 28) 70E Employee Electrical Safety
- 29) 71 Central Station Sig.
- 30) 72A Local Protect. System
- 31) 72B Auxiliary Sig. System
- 32) 72C Remote Station System
- 33) 72D Proprietary Stg. System
- 34) 72E Auto. Fire Detectors
- 35) 72F Emergency Voice/Alarm Comm. Systems
- 36) 75 Electronic Computer System
- 37) 78 Lightning Protection System
- 38) 79 Electrical Standards for Industrial Machinery
- 39) 80 Fire Doors, Windows
- 40) 85A Single Burner Boiler-Furnaces
- 41) 85B Gas Multi-burner Boiler
- 42) 85D Oil Multi-burner Boiler
- 43) 86 Ovens and Furnaces
- 44) 88A Parking Structures
- 45) 88B Repair Garages
- 46) 90A Air Conditioning Systems
- 47) 90B Warm Air Heating, Air Conditioning
- 48) 91 Blower and Exhaust System
- 49) 96 Vapor Removal Cooking Equipment

- 50) 97M Heating Terms, Glossary
- 51) 99 Health Care Facilities
- 52) 101 Life Safety Code
- 53) 110 Emergency and Standby Power System
- 54) 171 Public Fire Safety Symbols
- 55) 172 Fire Safety Symbols for Architectural and Engineering Drawings
- 56) 203M Roof Coverings
- 57) 204M Smoke, Heat Venting
- 58) 231C Rack Storage of Materials
- 59) 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
- 60) 253 Flooring Radiant Panel Test
- 61) 664 Wood Processing, Woodworking
- 62) 901 Uniform Coding for F. P.
- 63) 910 Libraries and Library Collections
- 64) 911 Museums and Museum Collection
- 65) Others as they may apply.

Standard Building Codes

A. Standard Mechanical Code

B. Standard Gas Code

C. Elevator Safety Code

Florida Center for Community Design + Research 229

Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

Part 1910 – Occupational Safety and Health Standards

Subpart A – General

1910.1 Purpose and scope

1910.2 Definitions

1910.3 Amendments to this part

1910.5 Applicability of standards

Subpart B – Adoption and Extension of Established Federal Standards

1910.11 Scope and purpose

1910.12 Construction work

1910.19 Special provisions for air contaminants

Subpart D – Walking - Working Surfaces

1910.19 Manually propelled mobile ladder stands and scaffolds

1910.21 Definitions

1910.22 General requirements

1910.23 Guarding floor and wall openings

1910.24 Fixed industrial stairs

1910.25 Portable wooden ladders

1910.26 Portable metal ladders

1910.27 Fixed ladders

1910.28 Safety requirements for scaffolding

1910.30 Other working surfaces

Subpart E – Means of Egress

1010.35 Definitions

1010.36 General requirements

1010.37 Means of egress, general

1010.38 Employee emergency plans and fire prevention plans

Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

1010.66 Powered platforms for building maintenance

1010.67 Vehicle-mounted elevating and rotating work platforms

1010.68 Manlifts

Subpart G - Occupational Health and Environmental Control

1010.94 Ventilation

1010.95 Occupational noise exposure

Subpart H – Hazardous materials

1010.101 Compressed gasses (general requirements)

1010.102 Acetylene

1010.103 Hydrogen

1010.104 Oxygen

1010.105 Nitrous oxide

1010.106 Flammable and combustible liquids

1010.107 Spray finishing using flammable and combustible materials

1010.119 Process safety management of highly hazardous chemicals

1010.120 Hazardous waste operations and emergency response

230 Florida Center for Community Design + Research

Subpart I – Personal Protective Equipment

1010.132 General requirements

1010.133 Eye and face protection

1010.134 Respiratory protection

1010.135 Head protection

1010.136 Foot protection

1010.137 Electrical protective devices

1010.138 Hand protection

Subpart J – General Environmental Controls

1010.141 Sanitation

1010.144 Safety color code for marking physical hazards

1010.145 Specifications for accident prevention signs and tags

1010.146 Permit required confined spaces

Subpart K - Medical and First Aid

1010.151 Medical services and first aid

Subpart L – Fire Protection

1010.154 Scope, application and definitions

1010.157 Portable fire extinguishers

1010.158 Standpipe and hose systems

1010.159 Automatic sprinkler systems

1010.160 Fixed extinguishing systems, general

1010.161 Fixed extinguishing systems, dry chemical

1010.162 Fixed extinguishing systems, gaseous agent

1910.163 Fixed extinguishing systems, water spray and foam
1910.164 Fire detection systems
1910.165 Employee alarm systems
Subpart M – Compressed Gas and Compressed Air Equipment
1910.169 Air receivers
Subpart N – Materials Handling and Storage
1910.176 Handling material – general
1910.177 Servicing multi-piece and single piece rim wheels
1910.178 Powered industrial trucks
1910.184 Slings
Subpart O – Machinery and Machine Guarding
1910.211 Definitions
1910.212 General requirements for all machines
1910.213 Woodworking machinery requirements
1910.215 Abrasive wheel machinery
Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment
1910.241 Definitions
1910.242 Hand and portable powered tools and equipment
1910.243 Guarding of portable powered tools
1910.244 Other portable powered tools and equipment
Subpart Q – Welding, Cutting and Brazing
1910.251 Definitions
1910.252 General requirements
1910.253 Oxygen-fuel gas welding and cutting
1910.254 Arc welding and cutting
Florida Center for Community Design + Research 231
Subpart S – Electrical
1910.301 Introduction
1910.302 Electric utilization systems
1910.303 General requirements
1910.304 Wiring design and protection
1910.305 Wiring methods, components and equipment for general use
1910.306 Specific purpose equipment installations
1910.307 Hazardous locations
1910.308 Special systems
1910.331 Safety-related work practices – scope
1910.332 Training
1910.333 Selection and use of work practices
1910.334 Use of equipment
1910.335 Safeguards for personal protection
1910.399 Definitions
Subpart Z – Toxic and Hazardous Substances
1910.1001 Air contaminants
1910.1001 Asbestos
1910.1020 Access to employee exposure and medical records
1910.1030 Blood borne pathogens

1910.1200 Hazard communication
1910.1201 Retention of DOT markings, placards and labels
1910.1450 Occupational exposure to hazardous chemicals in laboratories
Part 1926 – Safety and Health Regulations for Construction
Subpart A - General
1926.1 Purpose and scope
1926.2 Variances from safety and health standards
1926.3 Inspections – right of entry
1926.4 Rules of practice for administrative adjudications for enforcement of
safety
and health standards
Subpart B – General Interpretations
1926.10 Scope of subpart
1926.16 Rules of construction
Subpart C – General Safety and Health Provisions
1926.20 General safety and health provisions
1926.21 Safety training and education
1926.22 Recording and reporting injuries
1926.23 First aid and medical attention
1926.24 Fire protection and prevention
1926.25 Housekeeping
1926.26 Illumination
1926.27 Sanitation
1926.28 Personal protective equipment
1926.29 Acceptable certifications
1926.32 Definitions
1926.33 Access to employee exposure and medical records
1926.34 Means of egress
1926.35 Employee emergency action plans
Subpart D - Occupational Health and Environmental Controls
1926.50 Medical services and first aid
1926.51 Sanitation
1926.52 Occupational noise exposure
1926.55 Gases, vapors, fumes, dusts and mists
1926.56 Illumination
1926.57 Ventilation
1926.59 Hazard communication
1926.61 Retention of DOT markings, placards and labels
1926.62 Lead
1926.64 Process safety management of highly hazardous chemicals
1926.65 Hazardous waste operations and emergency response
1926.66 Criteria for design and construction of spray booths
Subpart E – Personal Protective and Life Safety Equipment
1926.95 Criteria for personal protective equipment
1926.96 Occupational foot protection
1926.100 Head protection

1926.101 Hearing protection
1926.102 Eye and face protection
1926.103 Respiratory protection
1926.104 Safety belts, lifelines and lanyards
1926.105 Safety nets
1926.106 Working over or near water
1926.107 Definitions applicable to this subpart
Subpart F – Fire Protection and Prevention
1926.150 Fire protection
1926.151 Fire prevention
1926.152 Flammable and combustible liquids
1926.153 Liquefied petroleum gas (LP gas)
1926.154 Temporary heating devices
1926.155 Definitions applicable to this subpart
1926.156 Fixed extinguishing systems, general
1926.157 Fixed extinguishing systems, gaseous agent
1926.158 Fire detection systems
1926.159 Employee alarm systems
Subpart G – Signs, Signals and Barricades
1926.200 Accident prevention signs and tags
1926.201 Signaling
1926.202 Barricades
1926.203 Definitions applicable to this subpart.
Subpart H – Materials Handling, Storage, Use and Disposal
1926.250 General requirements for storage
1926.251 Rigging equipment for materials handling
1926.252 Disposal of waste materials
232 Florida Center for Community Design + Research
Subpart I – Tools – Hand and Power
1926.300 General requirements
1926.301 Hand tools
1926.302 Power operated hand tools
1926.303 Abrasive wheels and tools
1926.304 Woodworking tools
1926.305 Jacks – lever and ratchet, screw and hydraulic
1926.306 Air receivers
1926.307 Mechanical power-transmission apparatus
Subpart J – Welding and Cutting
1926.350 Gas welding and cutting
1926.351 Arc welding and cutting
1926.352 Fire prevention
1926.353 Ventilation and protection in welding, cutting, heating
Subpart K – Electrical
1926.400 Introduction
1926.402 Applicability
1926.403 General requirements

1926.404 Wiring design and protection
1926.405 Wiring methods, components and equipment for general use
1926.406 Specific purpose equipment and installations
1926.407 Hazardous (classified) locations
1926.408 Special systems
1926.416 General requirements
1926.417 Lockout and tagging of circuits
1926.431 Maintenance of equipment
1926.432 Environmental deterioration of equipment
1926.441 Battery locations and battery charging
1926.449 Definitions applicable to this subpart
Subpart L – Scaffolds
1926.450 Scope, application and definitions applicable to this subpart
1926.451 General requirements
1926.452 Additional requirements applicable to specific types of scaffolds
1926.453 Aerial lifts
1926.454 Training requirements
Appendix A, B, C, D, & E to Subpart L
Subpart M – Fall Protection
1926.500 Scope, application, and definitions applicable to this subpart
1926.501 Duty to have fall protection
1926.502 Fall protection systems criteria and practices
1926.503 Training requirements
Appendix A, B, C, D, & E to Subpart M
Subpart N – Cranes, Derricks, Hoists, Elevators and Conveyors
1926.550 Cranes and derricks
1926.552 Material hoists, personnel hoists and elevators
1926.554 Overhead hoists
1926.555 Conveyors
Florida Center for Community Design + Research 233
234 Florida Center for Community Design + Research
Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations
1926.600 Equipment
1926.601 Motor vehicles
1926.602 Material handling equipment
1926.604 Site clearing
1926.606 Definitions applicable to this subpart
Subpart P – Excavations
1926.650 Scope, application and definitions applicable to this subpart
1926.651 Specific excavation requirements
1926.652 Requirements for protective systems
Subpart Q – Concrete and Masonry Construction
1926.700 Scope, application and definitions applicable to this subpart
1926.701 General requirements
1926.702 Requirements for equipment and tools
1926.703 Requirements for cast-in-place concrete

1926.704 Requirements for pre-cast concrete
1926.706 requirements of masonry construction
Subpart R – Steel Erection
1926.750 Flooring requirements
1926.751 Structural steel assembly
1926.752 Bolting, riveting, fitting-up and plumbing-up
1926.753 Safety nets
Subpart T – Demolition
1926.850 Preparatory operations
1926.851 Stairs, passageways and ladders
1926.852 Chutes
1926.853 Removal of materials through floor openings
1926.854 Removal of walls, masonry sections and chimneys
1926.855 Manual removal of floors
1926.856 Removal of walls, floors and material with equipment
1926.857 Storage
1926.858 Removal of steel construction
1926.859 Mechanical demolition
Subpart V – Power Transmission and Distribution
1926.950 General requirements
1926.951 Tools and protective equipment
1926.952 Mechanical equipment
1926.953 Materials handling
1926.954 Grounding for protection of employees
1926.955 Overhead lines
1926.956 Underground lines
1926.957 Construction in energized substations
1926.959 Lineman’s body belts, safety straps and lanyards
1926.960 Definitions applicable to this subpart
Florida Center for Community Design + Research 235
Subpart X – Stairways and Ladders
1926.1050 Scope, application and definitions applicable to this subpart
1926.1051 General requirements
1926.1052 Stairways
1926.1053 Ladders
1926.1060 Training requirements
Subpart Z – Toxic and Hazardous Substances
1926.1101 Asbestos
1926.1102 Coal tar pitch volatiles; interpretation of term
1926.1103 13 Carcinogens

5. Evaluation & Revision

STC's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections.

This written plan is reviewed annually by STC's School Advisory Council (SAC) and the Shared Decision Making Team (SDMT).