



Operation, Maintenance and
Improvement of the Physical Plant

WRITTEN PLAN

Goals & Objectives:

- Administer plant operations in the most efficient and economical manner possible
- Place high priority of health and safety of students and conservation of natural resources
- Provide periodic preventative maintenance activities
- Develop long range maintenance schedules
- Provide for emergency repair procedures

Activities to Achieve the Objectives:

- Building administrators will submit capital improvement requests annually
- Monthly M&O staff meetings will be held to address the operations and maintenance of each building
- Ensure that each building is inspected annually for:
 - Structural deficiencies
 - Fire safety
 - Boiler inspections
 - Electrical systems
 - HVAC inspections

Personnel:

Debra Montaruli – Principal, Northport Campus
Rosemary Nagler – Assistant Principal, Health Careers
Emmet Urban – Director of Facilities Support
Ray Kootz – Assistant Plant Facilities Administrator
Walter Doroski – School Maintenance Crew Leader
Russell Dickson – Instructional Technology
Bruce Pizarusso – Head Custodian, Northport
Robert Diaz – Head Custodian, Republic

Timeline for review:

- On an annual basis by the maintenance and operations division

Operation and Maintenance:

The Executive Officer is charged with the responsibility for administering plant operations in the most efficient and economical manner possible, while placing high priority on health and safety of students and conservation of natural resources.

The Board, through the Executive Officer and his/her staff, has the responsibility of protecting the BOCES investment in plant and facilities through a systematic maintenance program.

It is expected that the program shall include periodic preventive maintenance activities, long-range maintenance schedules and emergency repair procedures. It is further expected that all maintenance work will be carried out in a manner that will cause the least interference with the educational program.

Construction and Remodeling of BOCES Facilities:

Plans and specifications for the erection, enlargement, repair or remodeling of facilities of the BOCES shall be submitted to the Commissioner in accordance with Commissioners Regulations and applicable laws.

For remodeling or construction projects costing \$5,000 or more, the BOCES may retain the services of an architect or engineer licensed to practice in New York State if necessary to comply with any legal requirement.

Inspections:

The administration of the BOCES shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board of Education informed of the results of such inspections in a timely fashion.

Structural Safety Inspections:

It shall be the duty of the Board of Education to ensure that each facility owned by the BOCES which is used for instructional purposes shall be inspected annually for structural deficiencies.

Every annual structural safety inspection shall be a visual inspection which will examine the structural elements of each building, and may also include inspection of building systems such as heating, plumbing and electrical systems.

If a visual inspection results in a determination that a building may have a structural deficiency, then the building shall be inspected by a licensed architect or a licensed professional engineer.

The annual structural safety inspection shall be made prior to June thirtieth of every school year, and reports of the inspections shall be made available to the public.

Fire Inspection: Commissioner's Regulations Section 155.4 Education Law Section 807-a

Health Inspection: Education Law Section 906

Asbestos Inspection: Education Law, Article 9-A, Title 40 Code of Federal Regulations (CFR) Part 763, Subpart E

Plans and Specifications: Education Law Sections 408, 408-a and 409; New York Code of Rules and Regulations (NYCRR) Sections 155.1 and 155.2

Structural Safety Inspections: Education Law Sections 409-d and 3602(6)(d)

The plan is reviewed and evaluated on an annual basis and revisions, if applicable, are made at that time.