WRITTEN PLAN	
Operation and Maintenance	

VERSION NO: 2 APPROVAL DATE: May 7, 2022 EFFECTIVE DATE: May 7, 2022	DEPARTMENT: Facilities DRAFTED BY: Facilities Manager APPROVED BY: President's Cabinet
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1. **PURPOSE**

The Operation and Maintenance Plan is in place to provide information about physical facilities, technical infrastructure, and distance education infrastructure that support the Institution and students, thereby enhancing the learning environment at UBTech.

2. **SCOPE OF SERVICES**

The scope of services of the operation and maintenance plan includes:

Technical Infrastructure

For ongoing operations and maintenance, UBTech utilizes a centralized IT management system (SchoolDude). This system tracks and assigns work requests and preventive maintenance tasks for IT and physical facilities. Utah Education and Telehealth Network (UETN), along with Northern Utah Education Services (NUES), provides support, training, tracking, and network hardware and software monitoring. The college keeps a five-year rotational plan for the replacement of all IT equipment.

Personnel

Services are provided through the operating and maintenance personnel hired to maintain the buildings, grounds, and relevant equipment. Each campus employs sufficient staff to provide needed custodial, landscaping, and other maintenance services. In addition, the college employs skilled maintenance technicians to perform preventive maintenance, work requests, and construction projects. UBTech also employs qualified IT personnel to respond to IT work requests.

Building Systems, Equipment & Supplies

Emphasis is placed on preventive maintenance of building equipment and systems to prevent premature failure and to ensure the expected life of equipment is achieved. UBTech utilizes a centralized maintenance management system (SchoolDude). This program develops maintenance schedules for all installed building equipment. Work orders are automatically generated at specified frequencies with detailed maintenance requirements to be performed by qualified staff. Supplies relating to operations, maintenance, and information technology are adequately funded through state appropriations.

State and Federal Code Compliance

UBTech annually conducts a self-inspection survey provided by the Utah State Division of Risk Management (Risk) whereby faculty and staff evaluate physical facility compliance and safety. UBTech complies with federal and state codes along with generally accepted safety standards. The college annually solicits a mock OSHA inspection from Risk that includes a review of physical facilities' compliance with regulatory codes and standards. Findings and resolutions

from the above inspections are reported to the Safety Committee as well as the Fiscal Audit Committee of the Board of Trustees.

3. BUDGETARY RESOURCES

The operations and maintenance of all UBTech physical facilities and technical infrastructure are funded through state appropriations.

4. MAJOR ACTIVITIES

The major activities involving Operation and Maintenance for both campuses include the following:

- Annual self-inspection survey.
- Annual mock OSHA inspection.
- Annual budget process.
- Daily operations and maintenance of UBTech facilities and infrastructure.

5. EVALUATIONS OF PLAN

The Operation and Maintenance plan is evaluated annually and revised as necessary by the Vice President of Administrative Services and the Facilities Manager.

6. STAKEHOLERS WITH WHOM THE PLAN IS SHARED

The Operation and Maintenance Plan is available to all stakeholders via UBTech's website ubtech.edu by clicking on the following tabs: Campus Info, Campus Services, and Information, UBTech Operation and Maintenance Plan.