

	WRITTEN PLAN Operation and Maintenance		
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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:

Adequacy of and improvements to physical facilities

The State of Utah has adopted a statewide capital improvement process identifying annual needs and providing a funding request method for building deficiencies in excess of \$100,000. This program is administered by the Division of Facilities and Construction Management (DFCM). DFCM's assigned construction manager assists UBTech with identification and prioritization of needed capital repairs on college campuses. Additionally, emergency repairs are coordinated through DFCM for assistance in funding and project guidance. The State of Utah DFCM reviews those requests and funds the projects that the annual budget will allow. For smaller improvement projects, UBTech has a building improvement budget to fund projects as they are deemed necessary. UBTech's Board of Trustees can also approve using discretionary funds to fund improvement projects.

Personnel

Services are provided through the operations 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 preventative maintenance, work requests, and construction projects. UBTech also employs qualified IT personnel to respond to IT work requests. Each year UBTech's President, Vice President of Administrative Services, and Facilities Manager counsel together with input from other administrative team members to prioritize building improvement projects for the state to consider.

Non-instructional equipment and supplies

Emphasis is placed on preventative 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. 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.

Compliance with relevant state law, federal codes and procedures

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

5. EVALUATION OF THE PLAN

The Operation and Maintenance plan is evaluated annually and revised as necessary by the Steering Committee.

6. STAKEHOLDERS 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.