



WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT

Home of the Northern Career Institute

Facility and Campus Improvement Plan

Purpose of the Plan

The purpose of the Facility and Campus Improvement Plan is to provide students with a learning environment that is safe, healthy, and which provides all necessary equipment and tools for the continuing education of students.

Accountabilities

Steve Johnson
Director of Operations and Security
steven.johnson@weschools.org

Ken Adams
Buildings & Grounds Manager
ken.adams@weschools.org

Planned/Preventive Maintenance

Facility maintenance and custodial services are managed by Willoughby-Eastlake City Schools. Campus improvements are overseen by administration and administered by the facility manager, staff, and outside contractors, as needed.

Schedule of Maintenance

The schedule of maintenance for the Northern Career Institute, including the portion of the building allocated to the Northern Career Institute, is determined by the Willoughby-Eastlake City Schools Department of Operations and Security. The schedule is set in accordance with Willoughby-Eastlake City School District Bylaws and Policies 7100 – Facilities Planning, 7410 – Maintenance, and 7420 – Hygienic Management.

Technical Infrastructure

Technical infrastructure at Northern Career Institute is maintained by the Willoughby-Eastlake City Schools Department of Information Technology. The Director reports to the Superintendent and follow guidelines and policies established and approved by the Willoughby-Eastlake Board of Education.

Procedures for Emergency Repairs

If an emergency repair is warranted: The Willoughby-Eastlake Operations Department is notified of an emergency repair. After an assessment of the needed repair, the proper District tradesmen to make the repairs is dispatched as needed. If the scope of work is more extensive than what exceeds the skillset of the district employee, outside vendors that are on call 24 hours a day, seven days a week would be contacted.