



WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT

Home of the Northern Career Institute

Plan for the Operation, Maintenance, and Improvement of the Physical Plant

Purpose of the Plan

The purpose of the Plan for the Operation, Maintenance, and Improvement of the Physical Plant is to provide for the continued operation of the Willoughby-Eastlake Northern Career Institute. NCI continues to provide a robust workforce development programs held in a clean, healthy, and safe environment.

Personnel

Personnel and staffing requirements are reviewed at the end of each semester for the following semester. Staffing levels are set by the Director of Adult Education in accordance with the enrollment, budget, and the approval of the Superintendent of Willoughby-Eastlake City Schools.

Equipment

Instructional equipment is budgeted for, purchased, disposed of, and replaced as needed using procedures established by the Office of the Treasurer of Willoughby-Eastlake City Schools. All purchases are approved by the Director of Adult Education.

Supplies

Instructional supplies are budgeted for, purchased, disposed of, and replaced as needed using procedures established by the Office of the Treasurer of Willoughby-Eastlake City Schools. All purchases are approved by the Director of Adult Education.

Compliance with Local, State and Federal Codes

NCI complies with the laws governing the State of Ohio and all federal codes related to the operation, maintenance and improvement of the physical plant. The institution has its own in-house maintenance department. These personnel have been trained in OSHA regulations and compliance policies.

Responsible Staff

Maintenance staff members provide assistance with building maintenance and construction, including classroom labs and instructional areas. Outside contractors and vendors are utilized as necessary for facility upgrades, construction, and repairs. Work orders are managed and assigned to departmental staff by the facility manager. Staff

members are notified when the work orders have been completed. For immediate assistance, maintenance is available to provide emergency response.

NCI maintains an in-house custodial staff and utilizes in-house custodial staff for grounds maintenance and upkeep.

Evaluation and Revision

The Plan for the Operation, Maintenance, and Improvement of the Physical Plant is regularly evaluated and revised during the yearly budgeting process. Personnel and staffing requirements are reviewed at the end of each semester for the following semester. The Northern Career Institute's Occupational Advisory Board provides recommendations for updating equipment and classroom needs.