



PLAN FOR THE OPERATION AND MAINTENANCE OF THE PHYSICAL FACILITIES/TECHNICAL INFRASTRUCTURE AND DISTANCE LEARNING INFRASTRUCTURE

Purpose: The purpose of this plan is to ensure that proper procedures are in place and followed in order to ensure for the efficient and effective ongoing operation, maintenance, and improvement of the physical plant.

Procedure: All employees share responsibility for ensuring that the procedures for the operation, maintenance and improvement of the physical plant are carried out. The following procedures are established:

1. Faculty and staff are adequate in number to ensure the operational needs of the institution are met. This is evaluated on an ongoing basis and based on needs, part-time and/or full-time staff is added.
2. CDE employs contracted services for cleaning at each campus. These service companies are responsible for performing cleaning, basic repair and maintenance tasks related to the day-to-day upkeep of CDE instructional facilities and offices. Both the main and branch campuses are leased facilities, and the buildings ownership is responsible for non-day to day maintenance.
3. All faculty and staff are responsible for reporting to their direct supervisor any office supplies which he/she may need to perform his/her administrative duties or classroom training. It is important that notification be given as soon as the employee is aware of the need and not wait until the last minute to make your request. Items needed immediately, will be handled according to the school's emergency purchase plan for supplies. Kitchen/lunchroom and cleaning supplies are monitored by the student services staff and ordered when needed. The instructors are responsible for classroom equipment such as computers and printers. They maintain this equipment on an ongoing basis. When a student completes his/her course, the computer is cleared and reset for the next incoming new student. Instructors trouble-shoot any computer issues while the President at the Tannersville Campus and Vice Presidents at the Paterson Campus are notified if there is a need to repair or replace any computer or equipment. Since the beginning of the Covid-19 pandemic CDE has been conducting classes under the distance education format and providing all students with new laptops.
4. Any repairs or maintenance to the physical facility are reported to the President at the Tannersville Campus or a Vice President at the Paterson Campus. They will notify the landlord to make repairs. If the repairs are not covered by the lease agreement, we will then contract a

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private vendor to make the necessary repairs.

5. Fire extinguishers are checked/maintained annually by Cintas and replaced if necessary.
6. Bio-hazardous waste disposal are handled and picked up by Approved Storage & Waste Hauling Inc.(Applicable for the Branch Campus only)
7. Pest Control services are performed by building ownership.
8. Technical Infrastructure such as Network and major computer repairs are handled by Novation-Networks.
9. State and Federal Codes are upheld by the building ownership and both campuses adhere to ADA compliance.

Plan Availability: The plan for the operation, maintenance, and improvement of the physical plant is available to all faculty and staff at anytime. The plan is initially provided to them upon hire and to students during their orientation.

Evaluations: The plan for the operation, maintenance, and improvement of the physical plant is evaluated annually by faculty and staff.

Feedback: The feedback from the annual evaluations is used to determine the effectiveness of this plan and to offer suggestions for improvement.