



ABC Adult School

Operations and Maintenance of Physical Facilities Plan

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

PURPOSE

To develop, maintain, improve, and address the ongoing operations and maintenance of all physical facilities at ABC Adult School (ABCAS).

ROLES AND RESPONSIBILITIES

ABC Adult School/ABCUSD Business Services encompasses a range of services, including custodial, building maintenance, grounds maintenance, event setup, move coordination, material handling, utilities, hazardous materials management, safety, security, and risk management. Staff can submit routine requests for facility and equipment maintenance and/or repair by logging on to the ABCUSD work order system and submitting a work order. When requests are submitted, the secretary contacts the appropriate maintenance personnel to respond.

Maintenance, Operation, and Transportation equipment and supplies are budgeted under the direction of the Maintenance, Operation, and Transportation Supervisors to maintain the campus facility and infrastructure in support of ABC Adult School's educational mission. The Maintenance, Operation, and Transportation Supervisors monitor and recommend budget adjustments as needed.

FACILITY AND EQUIPMENT MAINTENANCE AND REPAIR

ABC Adult School promptly acquires, repairs, or replaces equipment and instructional materials to support continuous instruction and effective achievement of program goals. Assistant principals, department chairs, teachers on special assignment, and instructors inspect materials and equipment to ensure quality and safety standards are met, following manufacturer requirements, codes, laws, and regulations for specialized materials and equipment and their intended use. Assistant principals use external vendors for more extensive equipment maintenance and repair.

ABC Unified staff members respond to day-to-day facility and equipment maintenance and repair requests. The school district provides mechanical maintenance and upkeep of an inventory of industrial and educational equipment. ABCAS coordinates with the ABCUSD.

Maintenance, Operations, and Transportation Department develops instructional facility modifications, schedules required work, and provides oversight per defined specifications.

For requests that require advanced or specialized knowledge and/or skill, ABCAS contacts equipment and third-party vendors to oversee the project.

Employees submit facility and equipment maintenance and/or repair requests to their department secretary or administrator. The department secretary logs into the ABCUSD Work Order System to submit a work order. After submitting requests, the secretary contacts the appropriate maintenance personnel to respond. Department secretaries can check a work order's status by logging into the Work Order System or calling the Maintenance Operations and Transportation Secretary.

REPLACEMENT / DISPOSAL OF EQUIPMENT

ABC Adult School requests equipment and supplies throughout the year. The school administration reviews and approves facility and departmental equipment and supply needs.

Surplus equipment is to be disposed of based on ABCUSD's disposal policy. The Maintenance Services personnel will pick up surplus items upon submission of a work order, which can be completed online by logging into the ABCUSD Work Order System. Electronic Waste is to be picked up by the District's Maintenance department upon submission of the Transfer of Equipment form and by contacting the Maintenance department via phone call and/or email.

ABC Adult School promptly replaces current equipment and instructional materials to support continuous instruction and effectively achieve program goals. Assistant principals, department chairs, teachers on special assignment, and instructors inspect materials and equipment to ensure quality and safety standards are met, following manufacturer requirements, codes, laws, and regulations for specialized materials and equipment and their intended use.

Risk Management uses external vendors for more extensive equipment disposal.

INSPECTION OF FACILITIES

ABCUSD adheres to regulations and guidelines set forth by Williams Case and the California Department of Education. To ensure physical facilities are adequate, in good repair, clean, safe, and functional, ABCUSD regularly inspects and evaluates all facilities.

OPERATIONS AND MAINTENANCE OF PLANT SAFETY

ABCUSD has adopted and implemented AR 3510.1 (Board Policy 3510.1). AR 2510.1 includes all ABCUSD campuses, including ABCAS.

ENERGY AND WATER CONSERVATION

ABCUSD has adopted ABC Board Policy 3511 and implemented AR 3511. AR 3511 includes all ABCUSD campuses, including ABCAS.

EQUIPMENT

ABCUSD has adopted ABC Board Policy 3512 and implemented AR 3512. AR 3512 includes all ABCUSD campuses, including ABCAS.

ENVIRONMENTAL SAFETY

ABCUSD has adopted ABC Board Policy 3514 and implemented AR 3514. AR 3514 includes all ABCUSD campuses, including ABCAS.

CAMPUS SECURITY

ABCUSD has adopted ABC Board Policy 3515 and implemented AR 3515. AR 3515 includes all ABCUSD campuses, including ABCAS.

FACILITIES: PLANNING AND DESIGN: EVALUATING EXISTING BUILDINGS

ABCUSD has adopted ABC Board Policy 7110 and implemented AR 7111. AR 7111 includes all ABCUSD campuses, including ABCAS.

FACILITIES AND MAINTENANCE BUDGET

The budget available for facilities and maintenance is part of the General Fund of ABCAS. The district discusses and addresses facilities maintenance and improvements on a case-by-case basis. Funds are available for ongoing maintenance and facility needs, but not as a line item within the general budget.

ANNUAL REVIEW

The school's administration, instructors, and staff conduct an annual review of this plan.

Meeting	Date	Administrator’s Initial Confirming Plan Review
ABCAS Staff Meeting	8/5/2025	<i>Jeff Heilig</i>
ABCAS Staff Meeting	8/6/2026	<i>Jeff Heilig</i>