



ABC Adult School

Operations and Maintenance of Physical Facilities Plan

Revision Date: 8/6/2025

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 employees can access routine requests for services by submitting requests for facility and equipment maintenance and/or repair by logging onto the ABCUSD worker order system and submitting a work order. When requests are submitted, the secretary contacts appropriate maintenance personnel to respond to the request.

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 the educational mission of ABC Adult School. The Maintenance, Operation, and Transportation Supervisors monitor and recommend budget adjustments as needed.

FACILITY AND EQUIPMENT MAINTENANCE AND REPAIR

ABC Adult School's current equipment and materials used in instruction are acquired, repaired, or replaced promptly, which supports continuous instruction and effectively achieves program goals. Assistant principals, department chairs, teachers on special assignment, and instructors are responsible for inspecting materials and equipment to ensure that quality and safety standards are met following manufacturer requirements, codes, laws, and regulations of specialized materials and equipment, as well as their intended use. Assistant principals use external vendors for more extensive maintenance and repair of equipment.

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 to develop instructional facility modifications, schedule required work, and provide oversight per defined specifications.

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

Employees submit requests for facility and equipment maintenance and/or repair to their department secretary or administrator. The department secretary logs into the ABCUSD Work Order System to submit a work order. When requests are submitted, the secretary contacts appropriate maintenance personnel to respond to the request. Department secretaries can check the status of a work order by logging into the Work Order System or calling the Maintenance,

Operations, and Transportation Secretary.

REPLACEMENT / DISPOSAL OF EQUIPMENT

Equipment and supplies for ABC Adult School are requested throughout the year. Facility and Departmental equipment and supply needs are reviewed and approved by the school administration.

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's current equipment and materials used in instruction are replaced promptly, which supports continuous instruction and effectively achieves program goals. Assistant principals, department chairs, teachers on special assignment, and instructors are responsible for inspecting materials and equipment to ensure that quality and safety standards are met following manufacturer requirements, codes, laws, and regulations of specialized materials and equipment, as well as their intended use.

Risk Management uses external vendors for more extensive disposal of equipment.

INSPECTION OF FACILITIES

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

OPERATIONS AND MAINTENANCE OF PLANT SAFETY

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

ENERGY AND WATER CONSERVATION

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

EQUIPMENT

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

ENVIRONMENTAL SAFETY

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

CAMPUS SECURITY

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

FACILITIES: PLANNING AND DESIGN: EVALUATING EXISTING BUILDINGS

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

FACILITIES AND MAINTENANCE BUDGET

The budget available for facilities and maintenance is part of the General Fund of the ABCAS. Facilities maintenance and improvements are discussed and addressed 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.