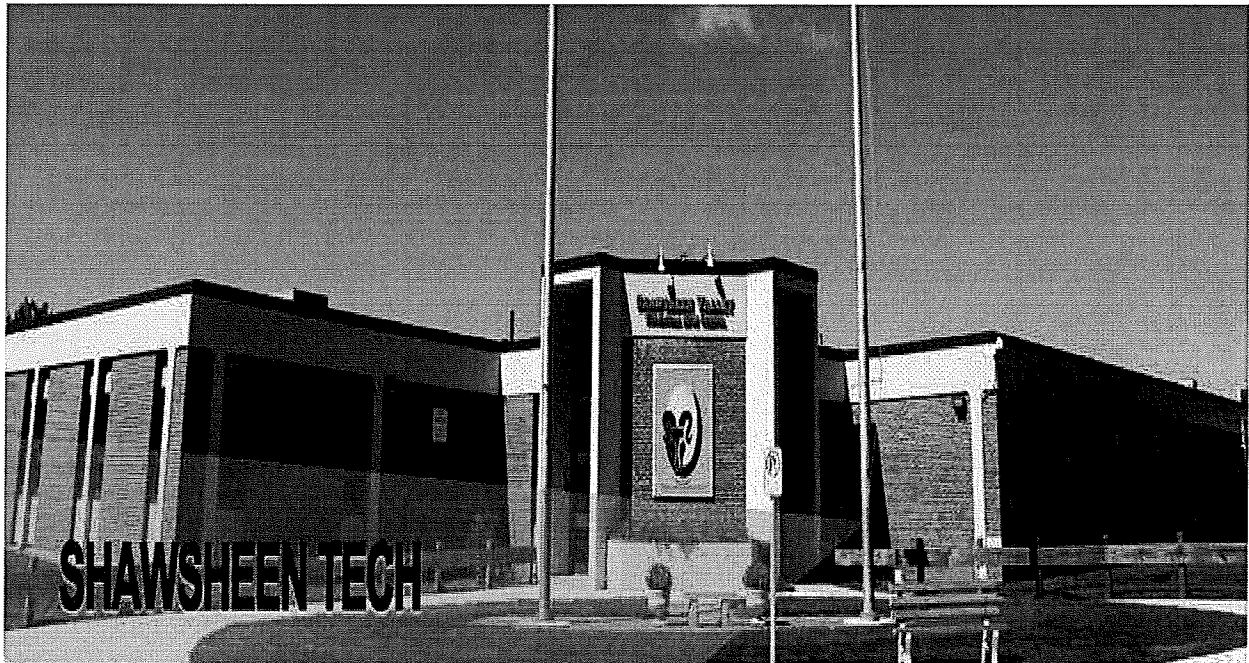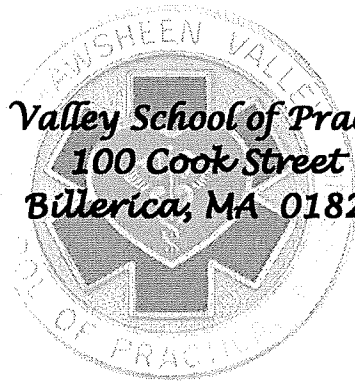*Shawsheen Valley School of Practical Nursing*
100 Cook Street
Billerica, MA 01821

Facility and Technical

Infrastructure Plan

Shawsheen Valley School of Practical Nursing

Plan for Operation and Maintenance of the Physical Facility and Technical Infrastructure

Facilities

Purpose

The purpose of this plan is to ensure a safe, clean and well-maintained facility that supports the mission of the institution.

Personnel

1. Facilities Director: General responsibilities include participating in and supervising employees in the tasks of building maintenance, improvement, repair, and security. Specific duties include:
   - Supervising the activities of maintenance personnel engaged in facilities management, sports fields, parking lots and grounds.
   - Coordinates the facility's preventive maintenance program, recommending renovations and/or servicing of building and equipment.
   - Oversees the facility's security program including organization of contractors installing security enhancements.
   - Ensures all safety equipment testing is scheduled periodically to ensure effective operation.
   - Coordinates the ordering of supplies and equipment needed for custodial services and general building maintenance.
   - Reports to the Assistant-Superintendent Director, Business Manager
2. Facilities Employees: General responsibilities include general building maintenance including plumbing, electrical, carpentry and HVAC. Specific duties include:
   - Completing general maintenance as requested and delegated by the Facilities Director.
   - Ensure the safe operation of the physical plant including ensuring all maintenance plans are followed.
   - Ensuring major mechanical equipment has regularly scheduled maintenance.
   - Summer Break Maintenance activities include deep cleaning lockers, painting, cleaning filters, replacing lights, and minor repairs of walls and cabinets.
   - Reports to the facilities director
3. Custodial Staff: General responsibilities include ensuring the cleanliness of the campus including bathrooms. A group of staff is present during the day and a larger group from 1:30 to 10 PM.

- Ensuring the collection and disposal of trash, ensuring bathrooms are clean and appropriately stocked with soap, toilet paper and paper towels, ensuring floors are clean and general cleanliness of the building.
- Deep cleaning occurs during institutional breaks and summer break. Specific areas addressed are cleaning carpets and deep cleaning floors and waxing, cleaning doors and windows, cleaning desks and dusting rooms.
- Reports to the facilities director.

Equipment and Supplies

1. Operating and Capital Budget Planning: All physical plant improvements generated by faculty, input from advisors, administration, staff, security and/or athletics must be funded through the Operating and/or Capital Budget. The above personnel submit items to their respective Director who formally submits a Capital Budget request (items greater than $5000) and an Operating Budget Request (supplies, tools, contract services) to the Assistant Superintendent Director, Business Manager. A Capital Budget meeting is held with all stakeholders present to discuss items requested and prioritize according to need for safety, replacement, maintenance and/or productivity. A budget is created and presented to the General Advisors and school committee at the December general advisory meeting.
2. Large projects, greater than $2500 need at least three competitive quotes. The Business Office will request specifications from personnel and receive the quotes and begin the ordering process during the budget operating year.
3. Health and Safety and Federal and State Laws take precedence in awarding funding.
4. All projects are scheduled through the facilities department and may use internal resources if approved.
5. Individual personnel are responsible for submitted quotes to the Business Office for the generation of a purchase order. Individual personnel cannot purchase supplies or equipment individually for re-imbursement.
6. Maintenance and Repair requests are submitted to the Business Office and the facilities director. An email may be used to communicate specific needs.

Relevant State Law/ Applicable Federal Codes and Procedures

1. 527 CMR 1.00 Massachusetts Comprehensive Fire Safety Code.
2. Individuals with Disabilities Education Act Amendments of 1997
3. Chapter 143 General Law, Section 65: Elevator Inspector
4. OSHA and NIOSH as applicable to safety showers, eyewashes, storage of chemicals, disposal of medical waste

Methods, Evaluation and Check Lists

1. Tri State Fire Protection, LLC bi-annual inspections of all aspects of the fire suppression system and fire alarms.
2. John's Sewer servicing of grease traps.
3. Baine's Pest Control: Monthly inspection.
4. Inspections and Maintenance of the pool, HVAC, roof top exhaust fans, generator, air filters, lighting, water bubbler systems, safety showers, eyewash systems and elevators.
5. Maintenance of school vehicles with inspection: automotive
6. Lead teachers in each department are responsible for the weekly flushing of eyewashes, recording of supply refrigerator, disposal of medical regulated waste, and ensuring First Aid box is stocked. Visual inspection of fire alarms, exits, extinguishers and fire blankets. Maintaining Safety Data Sheets in the SDS book. Storage of chemicals.
7. Evaluation is done annually by staff, faculty and administrators. Input from students on PN student survey.
8. Director of facilities meets frequently with the business manager.

Technical Infrastructure

Purpose: This plan has been developed to ensure the privacy, safety and security of data contained within the technical infrastructure of the institution. This plan provides related procedures to prepare students to enter, advance and succeed in the workplace.

Personnel: The Education Technology Department has the following personnel to support the district:

- Director of Educational Technology
- IT Systems Specialist
- Data System Specialist
- Instructional Technology Specialist
- Technicians- two
- Operational Assistant

Equipment and Supplies

1. Faculty Resources: Surface pro computers for each teacher to support mobility giving access both in and out of school.
2. Student Resources: Locked cart with 46 Surface Pro computers for student use.
3. All staff and students have universal access to the same basic programs within our network, which are listed below:
- Windows 10 as an operating system
- Microsoft Office Suite: word, outlook, One Drive file storage in the cloud, power point, forms, Teams (Learning Management System)
- Internet Edge, Chrome and Firefox
- Adobe Reader
- Silverlight
4. Two printer-copiers are available for use. One in the Resource Room and one in the Practical Nursing Office. Students may also utilize computers and printers in the school library.

Relevant State Law/ Applicable Federal Codes and Procedures

District adheres to all state/federal laws including Children's Internet Protection Act (CIPA), Family Educational Rights and Privacy Actis (FERPA),

School Committee Policies:

- Acceptable Use Policy:

  https://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=shawsheenvalleyset

- Guidelines for Network Use

https://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=shawsheenvalleyset

- Shawsheen Valley School of Practical Nursing: Digital Use and Responsibility Guidelines

Privacy, Safety and Security of Data

- All staff and students have an individual/ unique log in and password for both the computer and the Office 365 environment. With this resource, students can log in at any computer with Internet access and retrieve their files stored in their OneDrive. Students are able to have up to five devices running the Microsoft Office software or the apps on their iOS device for free.
- Office 365 Azure environment is used for the storage of data. District has a paid plan for the Office 365 environment which gives the District complete management over data policies.

Computer System and Network Reliability, Emergency Back-up for all Technical Services and General Services Provided

- UPS are used on all critical systems
- Infrastructure supports both a wired and wireless environment
- Consistency of network equipment enabling central management control for systems
- Help desk
- Technicians serve the school and are on site. They fulfill the requests posted to the Help Desk. They also assist in the replacement and repair of devices. They set up the new computers, update software and browsers, and install updates.
- Media Repair, example, repair or light replacement for SMART boards is available upon request through the Help Desk.
- Printers and copy machines are maintained and serviced through a contracted vendor.
- Vendor Help Desks assist with software needs for services purchased. Examples include support through ATI for facilitators and students, Exam Soft, Electronic Health Record and VA Once.

Evaluation

1. Evaluation of Student Services Survey distributed to student in June. The survey results are presented to faculty at the August planning meeting. Results of this survey are utilized to make necessary changes.
2. Department Heads and Program Directors are asked to submit request for technology in October of each year for consideration of Capital Budget planning.
3. School Committee technology sub-committee convene and work with the Director of Educational Technology to evaluate, plan and communicate needs.