

**Bergen County Technical Schools  
Adult & Continuing Education  
Full-Time Day Program**

**Operation and Maintenance of Physical Facilities, Technical  
Infrastructure and Distance Education Plan**

The Bergen County Technical Schools (BCTS) Adult & Continuing Education Full-Time Day Program has an appropriate plan that encompasses the operation, maintenance, and improvement of the physical plant and technical infrastructure of this institution. The plan specifically addresses the needs of personnel, equipment management, and relevant state law, and applicable federal codes and procedures.

Currently, this institution does not offer distance education, and therefore, elements of those protocols are not a part of this plan.

**Operation of Physical Plant**

The operation of the physical plant of this institution is directed by the Building and Maintenance Department (sometimes referred to as the Operations Department) of the BCTS, under the authority and financial resource management of the Board of Education (BOE). This department includes custodial workers, plumbers, electricians, carpenters, outdoor maintenance/landscapers, painters, inventory control experts, transportation personnel, and employees who assist with school safety, security, and compliance issues. The Operations Department has in place site-based supervisors by area of expertise under the centralized authority of a district-wide Director of Operations. Technical infrastructure is managed by the Technology Department and includes services to this institution such as: (a) tech support; (b) fiber optics; (c) software/hardware installation and troubleshooting; (d) unique help desk requests; (e) wireless upgrades; (f) surveillance camera maintenance/retrieval; (g) computer imaging, copier, printer, fax, and scanner maintenance; (h) cyber security encryption; (i)

telephone landline and cell phone installation / maintenance; (j) e-mail support, and (k) borrowing and/or exchange services. This department has site-based supervisors under the centralized authority of a Director of Technology.

### **Maintenance of Physical Plant**

The maintenance of this institution is directed through work orders submitted by designated personnel of the building / campus. Such work orders are prioritized, departmentally assigned, and when necessary, require the signature of the Chief Administrative Officer upon completion. Emergency responses are answered traditionally through telephone, e-mail or walkie-talkie modes of communication, and where applicable, outside services such as first responders are contacted, contracted, or assigned. Technical infrastructure maintenance is delineated through on-line help desk requests. Emergency situations are imposed, and proactively responded to promptly. Outside forces, such as weather related issues, environmental concerns, local law enforcement directives, or staff, student, or visitor reports of concerns / occurrences that interfering with the smooth operation of this institution, are all part of the maintenance of the physical plant.

### **Improvement of Physical Plant**

This plan has multiple levels of short/long term conscripts and support personnel to improve the physical plant and technical infrastructure of the institution. The improvement plans, policies, or procedures include: (a) the district created Long-Range Facilities Plan; (b) the district created Comprehensive Maintenance Plan (CMP); (c) the New Jersey Department of Education (NJDOE) Facilities Maintenance Plan; (d) the Adult & Continuing Education Full-Time Day Program Strategic Plan (SY 2016 – 2019); (e) emergency funding budgets allocated/maintained by the BOE, and (f) additional BOE policies covering such situations as maintenance and repair,

indoor air quality (IAQ), pest management, hazardous substance control, electronic surveillance and security, property inventory, energy sustainability, and maintenance and security of district (institutionally) issued technical devices.

All implementation measures are conducted by the Operations and Technology Departments, under the guise, authority, and financial resource backing of the BCTS BOE.

### **Personnel**

This plan covers elements that address personnel in the following ways: (a) the authority of the BOE, the governing body of this institution to provide the Operations and Technology Departments to act in good faith, proactivity, and in a safe, secure, and reliable manner; (b) to protect personnel records and individual e-mail servers or secured z-drives that contain documents, spreadsheets, or student work; (c) to protect all employees during institutional hours of operation with security patrols and health or safety services, and (d) to provide during non – operational times, services such as security patrols, maintenance of the buildings/campus (not allowable during session time) such as pest control, heavy construction, or outdoor maintenance that might require closures of the building or part of the campus.

All forms of operations, maintenance, and improvements (both physical and technical infrastructure) are communicated well in advance to all staff/personnel of this institution, when or where applicable to assure transparency, safety, and security.

### **Equipment and Supplies**

This plan includes access to adequate use of equipment and supplies to carry out the mission and vision of this institution. The Operations and Technology Departments have annual budget allocations under the authority of the BOE that provides the financial resources to operate, maintain, and improve the physical plant and technological infrastructure of this institution.

These line items include planned maintenance, emergency situations, and activities beyond the control of this institution, governing body, or local, state, or federal authorities by edict.

### **Relevant (NJ) State Law**

This plan and related policies and procedures, are under the authority of the BCTS BOE, and where applicable, the following state laws, codes, or directives: (a) NJDOE Facilities Guide for Technology in New Jersey Schools; (b) NJDOE Office of Facilities; (c) New Jersey Administrative Code (NJAC, 18A); (d) NJDOE Facilities Maintenance Plan; (e) NJDOE, Security for NJ Schools, and (f) local building and variance codes in the City of Hackensack, NJ, the municipality in which this institution and campus is located.

### **Federal Codes and Procedures**

This plan, and the preceding policies and procedures also follow federal codes and procedures that include: (a) the Americans with Disabilities Act (ADA, 1990) for accessibility, safety, and ease for students, staff, and visitors with physical disabilities; (b) the Occupational Safety and Health Administration (OSHA); (c) the United States Department of Education (USDOE); (d) the federal Whistleblower Act, and (e) the Federal Communications Commission (FCC) related to public technology and internet access.

### **Plan Development and Use**

This plan has been developed under the authority of the BCTS BOE and actively used in a collaborative, collegial, and professional manner with the following stakeholders of this institution: (a) Building and Maintenance Department (Operations); (b) Technology Department; (c) the Self-Study Committee (2017) as means tested by the Commission on Occupational Education (COE), the current accrediting agency of this institution; (d) where applicable, with

local law enforcement and building code officers, and (d) as directed by the Chief Administrative Officer or input from staff.

### **Employee Availability of Plan**

This plan is available, where applicable, to all institutional employees by written or verbal request, for official use to assist in the operation, maintenance, or improvement to the physical plant or technical infrastructure of this institution.

### **Plan Evaluation and Revision**

This plan is regularly evaluated and revised as necessary, through the following protocols: (a) the BCTS BOE right to review, adjust, or edit any plans, policies, or procedures of programs under their authority; (b) through the development and construction of the Self-Study (2017) of this institution under the accreditation directives of Commission of Occupational Education (COE); (c) through bi-monthly staff meetings of this institution as issues or concerns arise; (d) federal laws that cover the Whistleblower Act; (e) any changes in local, state, or federal codes, policies, edicts, laws, or directives, and (f) annual student surveys upon exiting from their program of study.

### **Exhibits**

Comprehensive Maintenance Plan (CMP)  
NJDOE Facilities Maintenance Plan

### **References**

NJDOE

USDOE

Federal Whistleblower Act

Adult & Continuing Education Full-Time Day Program, COE Self-Study (2017)

Adult & Continuing Education Full-Time Day Program Strategic Plan (SY 2016-2019)

Americans with Disabilities Act (ADA, 1990)

### **Related BOE Policies – 7000 Series: Property**

7100 Long-Range Facilities Planning (M)

- 7243 Supervision of Construction
- 7410 Maintenance and Repair (M)
- 7421 Indoor Air Quality (IAQ) Standards
- 7422 School Integrated Pest Management
- 7433 Hazardous Substance
- 7440 Security of School Premises
- 7441 Electronic Surveillance in School Buildings and on School Grounds
- 7450 Property Inventory
- 7460 Energy Conservation
- 7522 School District Provided Technology Devices

**Related BOE Policies – 8000 Series: Operations**

- 8310 Public Records
- 8311 Managing Electronic Mail
- 8320 Personnel Records
- 8330 Student Records

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