



Facilities and Campus Improvement Plan

2020-2023

Introduction

The campuses of Lancaster County Career & Technology Center, Brownstown, Mount Joy, and Willow Street were opened to students in 1970. The LCCTC completed a modernization project in 1997 and has finished recent renovations in 2017. The result of this initiative is that all campuses are remodeled; classrooms and labs have the latest in hand tools, power equipment, machinery, and high tech equipment. The LCCTC has added a new campus, Health Sciences Center, to operate the Practical Nursing Program and other healthcare programs, including specialized associate degrees. The Lancaster County Public Safety Training Center is located at 101 Champ Boulevard in Manheim and opened in the spring 2004. The extension campus consists of six buildings and a 3.5 acre driver training course on a 26 acre tract. The last life-span study for facilities and renovations was started in 2010 and completed by 2012.

The LCCTC is known throughout Pennsylvania as having one of the best facilities and equipped schools in the State. Representatives from industry and local employers that support the program have indicated that LCCTC has some of the best facilities in the Nation. As part of the process to maintain these quality conditions, Principals are responsible to maintain a four-year plan listing facilities and equipment upgrades. The Facilities and Equipment Four-Year Plans are reviewed on an annual basis. Facilities improvements and equipment upgrades are then made on a priority basis.

The LCCTC has a defined written plan for facilities maintenance and equipment upgrades. The plan includes action items in eight categories: personnel, facilities improvement, equipment, State law, codes and procedures, health and safety, and emergency operations. This plan helps to guide monthly system-wide maintenance meetings which are conducted with the

Administrative Director, Assistant Administrative, Principals, Business Manager , and Facilities Director via distance learning network.

The LCCTC has an excellent maintenance and custodial staff which maintain the facilities. Excellent local contractors are available in our area for larger projects. LCCTC has service contracts for energy management system, boilers and chillers, closed loop hot and chilled water systems, fire alarm systems, fire extinguishers, and CO2 systems for kitchen hoods, spray booths in Collision Repair labs, and for all Cafeterias and Culinary Art Kitchens. In addition, the construction center has excellent teachers and students who assist with different projects that are going on within the facilities as hands-on learning.

Currently, LCCTC employs full time and part time people to maintain the campuses. Additionally, personnel are hired over the summer months to upgrade the buildings. LCCTC also has a warehouse clerk and a warehouse courier that, from time to time, assist with some custodial work. The head maintenance person/plant manager at each campus is responsible for day-to-day maintenance of the individual school and orders all supplies and equipment necessary to keep the facility maintained. Materials and supplies are ordered using a work order system. The custodial staff takes care of the cafeteria, office areas of the school, assists with light building maintenance, classrooms, toilets and trash pickup, vacuuming carpets, mopping and waxing floors, trash pick-up, etc.

Safety inspections are conducted on a regular basis. The Crisis Response Task Force, Occupational Advisory Committees, Safety Committees, Student Satisfaction Surveys, National Skills Standards conduct inspections and make recommendations for school safety improvements. Student accident reports are reviewed and recommendations for improvement are documented, and acted upon. The LCCTC property and liability insurance carrier and workers compensation carrier periodically reviews the campuses for safety and liability issues in compliance with local, state, and federal codes and laws.

The LCCTC works to be in compliance with Local, State, and Federal codes and laws. This includes being in compliance with the Americans with Disability Act. MSDS information and Right-to-Know information is available and updated on a regular basis.

In regards to health and safety at LCCTC, there are several areas that help to make this a family-oriented school. The STAR/SAP team at each campus includes wellness activities and programs for students. Each student receives a handbook which outlines a variety of health and safety issues including: bullying, harassment, child abuse, injury or illness, evacuation procedures, etc.

The facilities and campuses of the Lancaster County Career & Technology Center are in excellent operating condition. The entire staff is dedicated to ensuring that the facilities are adequate, safe and clean. The leadership of the LCCTC is committed to assuring the routine and emergency health and safety of employees, students and visitors. It is an on-going goal of the "JOC" and administration to maintain safe facilities and to be in the best possible conditions.

Vision

Provide attractive, safe and secure conditions at all Lancaster County Career & Technology Center campuses that best represent the highest standards of customer service.

Mission

The mission of the LCCTC Facilities and Campus Improvement Plan is to continue to be one of the best facilities and well equipped Career and Technology Centers in the State. LCCTC operates from a proactive and preventative mode in order to have well-maintained, safe and secure campuses.

Action Goals

The LCCTC plan for facility and campus improvement for operation, maintenance, and improvement of all campuses includes eight categories: personnel, facilities improvement, equipment, supplies, State law, codes and procedures, health and safety, and emergency operations. In addition, this plan includes routine and emergency health and safety of the LCCTC employees, students, and guests. LCCTC Facilities and Campus Improvement Plan action goals are as follows:

Personnel

- Conduct annual performance reviews of maintenance and custodial staff to ensure quality performance;
- Custodians attend summer training workshop on "best practices";
- Custodians receive clear instructions as to their job responsibilities and expectations;
- New maintenance and custodial staff members receive Right-to-Know and MSDS training; and
- New maintenance and custodial staff members receive new hire orientation and a Non-Instructional Personnel Manual.

Facilities Improvement

- Conduct a life study every 10 years of all campuses to prioritize major capital improvements
- Present to the JOC and the Authority recommendations for major facilities and campus improvements;
- Maintain a four-year facilities and campus improvement plan for classrooms, labs, building, and grounds based on OAC facility reviews, insurance inspections, teacher request for repairs, maintenance meetings, and administrative walk-about;
- Using the four-year facilities and campus punch list, the administration and maintenance staff prioritize work to be performed during the school year and during the summer;
- Evaluate and award on a yearly basis service contracts on items such as Energy Management Systems, Boilers & Chillers, fire alarm system, fire extinguishers and CO2 systems for kitchen hoods, spray booths in collision repair labs, and for cafeteria equipment;
- Conduct monthly maintenance meetings to discuss campus items;
- Conduct monthly air quality, lighting, and mold inspections of the building;
- Maintain insurance policies of all facilities;
- Study energy and resource usage and determine most efficient energy solutions; and
- Exercise fiscal responsibility [stay within general fund budget] to maintain all facilities.

Equipment

- Maintain a four-year equipment plan including equipment under \$5,000 and one for equipment over \$5,000 for classrooms, labs, building, and grounds based on OAC facility reviews, insurance inspections, teacher request for repairs, maintenance meetings, and administrative walk-about;
- Using both four-year equipment plans, prioritize equipment to be purchased during the school year;
- Teachers conduct annual inventory reviews; and
- On a yearly basis conduct a public sale of obsolete and excess equipment.

Supplies

- Maintenance and warehouse staff meet in mid-year to discuss inventories prior to ordering supplies for the upcoming school year;
- Purchase custodial supplies through a joint purchasing group that includes 25 school entities;

- Materials for day-to-day building improvements and repairs are purchased through the maintenance budget; and
- Teachers purchase program supplies through their consumable budget.

State Law

- Address issues in a timely manner dealing with local, state, and federal codes and procedures as a result of inspection recommendations;
- Address issues in a timely manner dealing with Civil Rights/The Americans With Disabilities Act inspections;

Codes and Procedures

- Conduct fire, weather, and emergency drills;
- Maintain MSDS binders in each lab and update on an as needed basis;
- Adhere to all construction codes and local compliance regulations for all new construction projects; and
- Comply with Act 35 and Act 36, Integrated Pest Management regulations.

Health and Safety

- Maintain individual students' health records;
- Maintain monthly health reports by program; and
- Occupational Advisory Committee reviews program safety on an annual basis;
- Maintain student accident reports, conduct investigations, and make recommendations as to how accident could have been avoided;
- Develop a student wellness plan;
- Conduct regular STAR/SAP meetings to facilitate activities to support student wellness issues;
- Conduct safety committee meetings throughout the school year;
- Provide an employee assistance wellness program for faculty, staff, and administration to promote healthier lifestyles; and
- Update the handbook on an annual basis to promote health and safety, and promote a positive learning environment.

Emergency Operations

- LCCTC Crisis Response Task Force works collaboratively with law enforcement, fire, and emergency personnel to be better prepared to minimize injury and death as the result of an emergency;
- Principals conduct emergency response training for faculty, maintenance, support staff, and CRT team;

- Principals conduct faculty emergency training and seek input to improve emergency operations;
- Update the LCCTC Multi-Hazard Emergency Plan on an annual basis;

Facilities and Campus Improvement Plan Evaluation

The LCCTC employs a comprehensive evaluation process to annually assess the LCCTC plan for facility and campus improvement for operation, maintenance, improvement of all campuses including personnel, facilities improvement, equipment, supplies, relevant state law and federal codes, and procedures, health and safety, and emergency operations is a comprehensive process. Reports of safety and facilities inspections are conducted on a regular basis. The Crisis Response Task Force, Occupational Advisory Committees, Faculty and Maintenance Staff, Property and Liability Insurance Carrier and Workers Compensation Carrier, Safety Committee, Student Satisfaction Surveys, National Skills Standards reviews all conduct inspections and make recommendations for school safety and facilities improvements. This information then goes into the facilities four-year plan and campus punch list. Student accident reports are reviewed and recommendations for improvement are documented. The LCCTC property and liability insurance carrier periodically reviews the campuses for safety and liability issues in compliance with local, state, and federal codes and laws. In addition, the Joint Operating Committee and Authority reviews all major facilities and equipment upgrades and determines action to be taken.