

# Los Angeles Pacific College Maintenance Plan

FINAL: July 7, 2022

Presented by the Associate Academic Director for review by the COE Steering Committee

For this version, please reference the [2022 version of the COE Checklist](#) and [2022 Handbook of Accreditation](#).

## LAPC INSTITUTIONAL MISSION

Los Angeles Pacific College serves the community by providing equal access to quality vocational education and technical training to students with ongoing support services for them to successfully complete their program in order to gain the credentials and necessary skills to be hired in a qualified, entry-level position. Through a cooperative effort by the faculty, staff, and administration, students learn the importance of work ethics and work habits, which are essential in having continued career success and financial security.

## PURPOSE

The main purpose of this document is to support the LAPC mission by providing the facilities to the campus community, which addresses the needs of the students, faculty, and staff, and a means to develop, implement, and review its effectiveness. Included is

- Inventory review
- Safety
- Maintenance
- Staff management
- Evaluation

By properly maintaining the facility, LAPC may exhibit instructional effectiveness, improve cleanliness and order, and provide safety for its facility and constituents. The goal is to be proactive, than reactive, which helps prevent accidents, reduce energy usage and thereby help the environment.

The COE Standard 6, Physical Resources and Technical Infrastructure, requires a written plan that addresses:

- Adequacy and improvement of physical facilities and technical infrastructure has been developed, is maintained
- Ongoing operation and maintenance of physical facilities
  - Personnel
  - Equipment and supplies
  - Relevant state law
  - Applicable federal codes and procedures
  - Availability of the plan to employees and students
  - Annual evaluation of the plan (and revised as necessary)
- Provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.

## MISSION

Proper maintenance of campus facilities is a key in providing a safe environment for our students' success, whereby students may feel comfortable and at ease during their study at LAPC. In support of the institutional mission, LAPC provides appropriate proactive measures to ensure the cleanliness and orderliness that supports the student through the completion of their program resulting in personal growth, academic achievement, and eligibility for gainful employment.

## VISION

Students and staff thrive in a clean and orderly campus environment. By addressing the needs of the constituents and the implementation of proper maintenance of campus facilities, LAPC students are able to comfortably and safely study during their academic experience so they may achieve their learning potential.

## GOALS AND OBJECTIVES

- Provide safe, consistent, and quality maintenance of the campus facility that contribute to the students' academic success and thereby preparing the student for active and positive participation in society and the workforce
  - Address safety concerns from COVID-19
- Provide students, faculty, and staff with the facilities that address their needs
- Gather feedback that factors in education quality assurance through the quality of facilities provided
  - Evaluate feedback for improvement
- Regularly measure effectiveness of the maintenance plan
- Establish and implement policies and procedures that promote
  - First-year student transition into college
  - Campus safety
  - Diversity
  - Orientation

## ROLES AND RESPONSIBILITIES

All staff and faculty are responsible for the maintenance of campus grounds.

### President

- The lead personnel serving as the center of all maintenance issues
- Serves as the liaison between the student/employees and facilities services
- Leads the motion to review the effectiveness of facilities maintenance and bring about change through improvement in quality and accessibility of available facilities to students, faculty, and staff
  - The Maintenance Plan is reviewed by the Institutional Advisory Committee members on an annual basis.

### Registrar

- Supports the Student Services Coordinator through the collection, tracking, and distribution of surveys
- Provides admission counseling of students
- Monitors student attendance and performance to identify students in need of academic counseling and educational planning
- Collects, drafts and disseminates all survey summary reports to staff, faculty, and advisory committees members on an annual basis; the summary reports lists student feedback on course, instructor, and end-of-program; postgraduate feedback; employer feedback on student graduate performance in the workforce; and, overall recommendations for improvement.'

### **Faculty and Staff**

- Frontline personnel that assists in the daily maintenance of school facilities
- Submits appropriate report of facilities needs or incidents

### **Institutional and Occupational Advisory Committee**

The advisory committee members play a very important role in the review process and provides input from a community-at-large and business perspective on improving campus facilities They provide an in-person, group dialogue between the campus community and workforce community, both sides serving as champions for student success.

- The advisory committee reviews the maintenance plan on an annual basis and makes suggestions for improvement
- Assistance with financial resource allocation to reach institutional and student services mission, vision and goals/objectives
- Participate in planning and budgeting
- Open discussion of institution reviews and refinement of program review processes to refine and improve program practices, which would correlate with student achievement and learning

### **APPLICABLE FEDERAL, LOCAL, AND STATE LAWS**

LAPC maintains separate plans that address the various federal, local, and state laws in relation to the maintenance of the campus facilities that promotes preventative maintenance.

The Maintenance Plan oversees several maintenance and preventative plans that have been ordered by federal, state, and local laws, codes, or mandates. They are listed as follows, with a brief reference to the applicable law, responsible personnel, and a link to the document.

#### **[LAPC COVID Prevention Plan](#)**

- Addresses California State Law

All of the elements that may be required in the following CCR, Title 8 sections:

- [3205, COVID-19 Prevention](#)
- [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2, Major COVID-19 Outbreaks](#)
- [3205.3, Prevention in Employer-Provided Housing](#)
- [3205.4, COVID-19 Prevention in Employer-Provided Transportation](#)
- The four [Additional Considerations](#) , if applicable

Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

- [AB 685](#): The Governor signed AB 685 on September 17, 2020. It becomes effective on January 1, 2021, and expires on January 1, 2023.
  - [AB 685 Requires Employers To Provide Notice to Employees and Local Health Departments About COVID-19 In The Workplace](#)
  - [AB 685 FAQs from State of California Department of Public Health](#) and [Employer Guidance: Responding to COVID-19 in the Workplace](#)
- Addresses City of Los Angeles mandates through the Los Angeles County Department of Public Health
  - January 19, 2022, the COVID-10 Prevention Emergency Temporary Standards (ETS) were updated in December 2021, effective 01/14/22. The [latest order from the California Department of Public Health](#) were given on 01/05/22.
  - Update to reflect the [County Health Officer Order disseminated on 01/07/22](#). Published on the LA County website [Responding to COVID-19 in the Workplace](#) and [Best Practices to Prevent COVID-19: Guidance for Business and Employers](#).
  - May 18, 2022. the ETS were updated on April 22, 2022, effective May 8, 2022. Cal-OSHA COVID-19 has revised the COVID-19 Prevention [Emergency Temporary Standards](#) (ETS) effective May 6, 2022.
    - [FAQs: Revisions to the COVID-19 Prevention Emergency Temporary Standards \(Updated May 7, 2022\) - FAQs](#)
    - [What Employers Need to Know About the April 21, 2022 Standards \(May 6, 2022\)](#)
    - [COVID-19 Isolation and Quarantine – What Employers and Workers Need to Know \(Updated May 7, 2022\)](#)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to the Emergency Temporary Standards in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). LAPC has used the template provided by Cal/OSHA, amending it to be unique to our campus.

The LAPC COVID Prevention Plan (CPP) is designed to control employees' and students' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our on campus. The President or designee have the overall authority and responsibility for implementing the provisions of this CPP. All employees, especially those in management, are responsible for implementing and retaining the CPP in their assigned

In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Emergency Action Plan and Fire Prevention Plan

- Addresses Federal Law
  - [An emergency action plan \(EAP\)](#) is a written document required by particular OSHA standards. [[29 CFR 1910.38\(a\)](#)] as well as [CFR 668.49, Institutional fire safety policies and fire statistics](#).
  - The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.
- The EAP document is intended to be compliant with OSHA standards with specific consideration to requirements from Cal/OSHA. This document is constantly updated as needed, and undergoes annual review by the staff and Institutional Advisory Committee.

### **Emergency Plan Coordinators**

The Emergency Plan Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by staff or faculty for further information on this Plan. Additionally, they receive training in First Aid and Cardiopulmonary Resuscitation (CPR). Israel Campos is the designated Floor Warden who assists the Fire Department in an evacuation. A Floor Warden must pass a Floor Warden Certification test approved by the Los Angeles Fire Department. The certification is on file with the Academic Director.

LAPC is located within a high-rise building, which is owned and managed by Jamison Services. The building management maintains a separate [Emergency Plan](#) and conducts annual fire safety training for the designated Floor Warden.

### Emergency Plan Coordinators Responsibilities

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After Action Review following any emergency event and provide a copy to the organization's Director.
- The EAP will be maintained and shall include:
  - Emergency escape procedures and emergency escape route assignments.
  - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
  - Procedures to account for all personnel following evacuation.

Duties/Responsibility during an Emergency:

- Ensure Floor Captains initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.

- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted for personnel.

The EAP also addresses California code:

Every owner, manager, operator, administrator, and tenant of a new or existing high-rise building shall, in cooperation with the Fire Department, establish, implement, maintain and update an Emergency Plan for the building that complies with, but is not necessarily limited to, the requirements set forth in California Code of Regulations, [Sections 57.408.2.1](#) through [57.408.2.5](#).

### [Workplace Violence Prevention Plan](#)

Los Angeles Pacific College (LAPC) must strive to maintain a workplace free of threats and acts of violence. This is the responsibility of all employees at every level, in every department at LAPC. While it has always been the policy of LAPC to conduct business, provide services and protect its employees and the public by providing a safe and secure work environment, LAPC now must demonstrate its commitment to a Workplace Violence Prevention Program (WVPP) through the development of written policies and procedures.

LAPC has a lawful and moral obligation to provide and maintain a safe and healthy workplace for all employees. With the assistance and awareness of each member of our organization, we can recognize, confront, and deal with inappropriate behavior and eliminate or minimize threatening incidents to maintain a secure, safe and healthy work environment for all of us.

This addresses:

#### [California Labor Code Section 6400:](#)

- Requires every employer to furnish a safe and healthful place of employment.

#### [California Government Code Section 19572:](#)

- Prohibits workplace violence, discourteous treatment, negligence and/orrecklessness, and constitutes cause for discipline.

#### [California Penal Code Section 171\(b\):](#)

- Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as described in this section. Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison.

#### [California Penal Code Section 71:](#)

- Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employeeto refrain from doing any act in the performance of his/her duties.

**Responsibilities of all employees** - Employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with the State of California's workplace violence policy requirement (Government Code Section 19572). It is the responsibility of each and every employee to immediately report any and all acts of workplace violence to their supervisor or manager without fear of reprisal.

### [LAPC Injury and Illness Prevention Program \(IIPP\)](#)

The IIPP is based on standard available on the Cal/OSHA website at [www.dir.ca.gov/title8/3203.html](http://www.dir.ca.gov/title8/3203.html)

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in [Title 8 of the California Code of Regulations, Section 3203 \(T8 CCR 3203\)](#)

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. The Injury and Illness Prevention Program (IIP Program) administrator, the Associate Director of Operations, has the authority and responsibility for implementing the provisions of this program for Los Angeles Pacific College

These elements are considered in the organizational objectives published in the Institutional Program Development, Planning, and Review (PDPR) document, which is published under the supervision of the Academic Director and Academic Department. This proprietary PDPR document is available to full-time staff and faculty, and any member of the advisory committee upon request.

### INSTITUTIONAL ACTIVITIES

LAPC engages in systematic program review of this maintenance plan and associated plans

To make sure LAPC is responsive to the needs of the students, staff and employees, active solicitation for feedback from all contributing members of the campus community is solicited, at any time, which should be formally requested no less than on an annual basis.

- Program Development, Planning and Review
  - This practice is in place and is done on a regular basis with the faculty, staff, and advisory committee no less than annually
- Program Review Process
  - LAPC consults the Institutional Advisory Committee on the program review process to improve maintenance plan
  - Comprehensive participation in the discussion

## ADDITIONAL SERVICES

### *Custodial Services*

#### *Custodial cleaning frequency*

The building custodian is responsible for vacuuming the school floors, cleaning the restrooms, and disposing of trash.

#### *Entrance*

This is the first area seen by students, staff and visitors. Their condition and cleanliness leave a lasting impression on all that enter the school. It is of the utmost importance that these areas are maintained to a standard of excellence.

#### Daily:

- Vacuum carpet areas; remove gum and soil spots (done by building custodian).
- Empty waste bins

#### Weekly:

- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture.
- Restore floor finish on non-carpeted floors.

#### Quarterly per Year:

- Deep cleaning of carpet using shampoo.
- Change of air filters.

### *Classrooms*

Classrooms should be maintained clean and in working order at all time. Classrooms should be checked daily to see that they have adequate lighting. Check for burned out tubes or bulbs and contact the Administrative Coordinator

#### Daily:

- Empty waste receptacles and replace liners.
- Clean marker boards.
- Vacuum traffic patterns on carpets floors; remove gum and soil spots.

#### Weekly:

- Dust furniture surfaces and damp clean desk and tabletops.
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Clean windows.



Monthly:

- Dust lights, window blinds (high dusting, above 5 feet)
- Vacuum upholstered furniture.

Quarterly per Year:

- Deep cleaning of carpet using shampoo.
- Change of air filters.

### *Offices and Lounge Room*

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Daily:

- Empty waste receptacles and replace liners.
- Clean marker boards.
- Vacuum traffic patterns on carpets floors; remove gum and soil spots.

Weekly:

- Dust furniture surfaces and damp clean desk and tabletops. (low dusting, below 5 feet)
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Clean windows.

Monthly:

- Dust lights, window blinds (high dusting, above 5 feet)
- Vacuum upholstered furniture.

Quarterly per Year:

- Deep cleaning of carpet using shampoo.
- Change of air filters.
- Change of water filter.

### *Restrooms*

Restrooms are maintained by the building management. They are responsible for the daily cleaning which includes the following.

Daily:

- Empty waste receptacles.

- Thoroughly clean and disinfect toilets and urinals.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
- Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with disinfectant solution.

Any issues should be reported to the Administrative Coordinator as soon as possible. They will contact the building maintenance team, so the issue is resolved in a timely manner.

#### *Preventative Maintenance*

Preventative maintenance must be observed to minimize issues from arising. Every part of the facility will be inspected on a bi-weekly basis to make sure the facilities are in working order. The following items must be inspected by the Administrative Coordinator or Student Service Coordinator to make sure they are working properly. Any issues that are found must be resolved in a timely manner.

1. Classroom and office lighting
2. Door locks
3. Surveillance cameras and monitor
4. Lounge furniture, sink, water filter, refrigerator, and microwave
5. Office blinds.
6. Exit signs
7. Furniture stability and cleanliness
8. Electrical outlets
9. Marker board stability, appearance, and cleanliness
10. Classroom speakers, projectors and computers
11. Overall cleanliness of facilities
12. HAVC system working condition

#### *Energy Maintenance*

Wise energy management is good for everyone. It contributes to the national goal of energy conservation, therefore extending the life of our available natural fuel reserves. Whatever we can do to modify our behavior and become more conscious of how electricity is used and wasted will benefit us all.

#### **Energy Saving Strategies (Behavior Modification)**

1. Keep the doors closed when the A/C is running
2. Turn the lights off when the room is unoccupied and turn all lights off at the end of school hours.
1. Turn off computers, monitors and projectors when not in use.
2. Unplug equipment that will not be used for an extended period.

Evidence of these activities are documented in meeting minutes, surveys, PDPR document and appropriate reports. This document is made available on the school's website, [www.lapacific.edu](http://www.lapacific.edu).