

CALC INSTITUTE OF TECHNOLOGY
PLAN FOR THE OPERATION, MAINTENANCE
AND IMPROVEMENT OF THE PHYSICAL PLANT

Purpose: The purpose of this plan is to ensure that the proper procedures are in place and followed in order to ensure for the efficient and effective operation, maintenance and improvement of the physical plant.

Procedure: All employees share responsibility for ensuring that the procedures for the operation, maintenance and improvement of the physical plant are carried out. The following procedures are established:

1. All faculty and staff are responsible for reporting problems with the operation and maintenance of the school's physical plant and equipment. If an employee is aware of the need for maintenance or improvement of the school's physical plant or equipment, he/she should immediately notify the School Director. The School Director is responsible for contacting the appropriate technician to have the repairs done immediately.
2. All faculty and staff are responsible for reporting to the School Director any supplies which he/she may need to perform his/her administrative duties or classroom training. It is important that notification be given as soon as the employee is aware of the need. Do not wait until the last minute to make your request. Immediately needs will be handled according to this school's emergency purchase plan for supplies.
3. The School Director is responsible for ensuring that the landlord conducts inspections.

School Director Contact Information:

Fred Albrecht, (618) 474-0616, fax (618) 474-0615
CALC, Institute of Technology, 200 North Center Drive, Suite A, Alton, IL 62002

Evaluations: Staff, Institutional advisory board and students evaluates the plan for the operation, maintenance and improvement of the physical plant annually.

Feedback: The feedback from the annual evaluations is used to determine the effectiveness of this plan and to offer suggestions for improvement. Shared with Staff, Faculty, Institutional Adv.