

Original Date: 2.01.2014

Updated: 9.15.2017; 6.20.2018;12.31.2019; 7.15.2020; 09.02.2021; 04.20.2022

Effective Date: 04.20.2022

## **Operations and Maintenance Plan**

The Operations and Maintenance Plan for DSDT is executed by the School Director and the Chief Operations Officer. If any of the following issues arise, it must be reported directly to the Chief Operations Officer or the School Director.

- Loss of heat or air
- Water main breaks
- Gas leaks
- Roof leaks
- Electrical malfunctions
- Plumbing issues
- Broken meters

The Chief Operations Officer or School Director will then contact the appropriate contractor to fix the issue at hand. If necessary, local authorities must be contacted. Examples of this would be to contact DTE for down power lines, and Consumers Energy for gas leaks.

### **Personnel Responsible**

Major repairs and maintenance to the physical facility such as building repairs, and heating and cooling breakdowns, are managed by the school director. If the School Director is off campus, the Chief Operations Officer has the authority to hire the required outside contractor. Please contact the School Director for further clarification. DSDT owns the campus grounds and if there is as problem with the physical facility, immediate notification must be made immediately to either the School Director or the Chief Operations Officer.

Lawn services, snow removal, and parking lots are maintained by the Chief Operating Officer and the School Director on a regular basis. In the event the grounds cannot be tended to, outside companies will be hired on an as-needed basis. Bicoastal Solutions is responsible for coming to DSDT no less than two days per week to handle all building maintenance, unless in the event of an emergency and an outside contractor needs to be hired. Sparkle Janitorial is responsible for cleaning the internal facility and for keeping up with the cleanliness of the institution. DSDT used Ecolab to assure the best supplies are used for disinfection and sanitation. The general maintenance and janitorial company Sparkle Janitorial are contracted to be on campus no fewer than 5 days per week. The required duties include the bathrooms, common areas, media center, classrooms, windows, floors and general grounds clean up.

DSDT School Director is responsible for developing and maintaining distance education infrastructure. The School Director works closely with the Chief Technology Officer to develop and plan for all online platforms to incorporate a seamless integration of distance education into DSDT's institution.

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## **Equipment and Supplies**

All equipment needing repairs are reported to the School Director and the School Director deems if the equipment needs repair or to be replaced. The School Director will meet with the Chief Operating Officer to see if a repair is needed or if the actual purchase of new replacement equipment is best. DSDT always ensures network functionality for both distance education and traditional means of instructional delivery by having Cronus Communication internet service as a redundant ISP in the event Xfinity Business were to have network outage.

The Director of Administration is responsible for ensuring the school has all the necessary daily operational supplies such as pens, paper, note pads, folders, files, toilet paper, water, cleaning supplies, etc. and all staff is responsible for the general clean-up of their individual areas within the facility.

## **Safety Standards of Instructional Supplies**

Our process is to take inventory of all instructional equipment and supplies before the course begins. Instructors are tasked with testing all equipment to ensure all equipment is working effectively, and that all equipment is safe for use when being operated according to manufacturer's recommendations. If the instructor finds required material or equipment to be damaged or malfunctioning in a manner that could adversely affect the safety of students or staff, instructors are required to inform the Chief Operations Officer or School Director immediately. All equipment is inspected by instructors to verify it can be safely used in a classroom environment. Aside from this process we have a mandatory Bi-annual inspection from the City of Detroit, Buildings safety and engineering department to assess the property and analyze the Fire and safety equipment. We have our CTO that does our equipment sweeps for our maintenance and safety check once per quarter as an additional measure to ensure we have performed maintenance on computers/ all other equipment and verified all components are operational and safe to use. This is tracked through Asset Tiger also, our inventory management system.

## **Instructional Equipment Inventory Procedure**

In the past we have rented our equipment on an as-needed basis and now we have purchased our own equipment to have available on campus, still following our guidelines, policy, and plans of the written requirements. Our process is to take inventory of all instructional equipment at the beginning and end of each course. Instructors are tasked with ensuring that the equipment used in the course is in proper working conditions. If the instructor finds that the equipment is not working properly, they are required to inform the Chief Operating Officer or School Director immediately. The inventory procedure is a "check-in" and "check-out" process utilizing a system called Asset Tiger. We house all equipment in locked cabinets that only the Program Directors have access to. In the event an instructor needs equipment for their respective class, they need to speak with one of the Program Directors on campus to have them unlock the cabinet and verify Asset Tiger has been utilized.

## **Emergency Purchases and Repairs of Equipment**

The institution's equipment is maintained in accordance with schedules, and repairs are made on an "as-needed" basis. Should the need for an emergency purchase arise, the Administration team meets to discuss the appropriate allocation of general fund money for the purchase, acquisition, or repair of necessary equipment within a timely fashion to maintain the continuous support and instruction of the student and faculty. DSDT includes in its budget for supplies an allocation for expedited or overnight

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emergency supply purchases in case there is an error in the order, or we run out of supplies during the course.

### **Replacing and Disposing of Obsolete Equipment**

DSDT has a procedure for replacing and disposing of obsolete equipment. First, we replace our equipment on an “as-needed” basis and based on industry relevancy. We avoid disposing obsolete equipment at all costs and prefer to recycle the equipment to be used as an aid in student learning. Along with recycling, we also donate our obsolete equipment to public schools or other non-profit organizations. If equipment is unusable and needs to be disposed, we take it to an authorized recycling center, or reference the physical and technical infrastructure plan for further details.

### **Relevant State Law**

The written Operations and Maintenance plan of the physical facility is under the State of Michigan guidelines, as well as the local city of Detroit guidelines. The DSDT campus follows both and has applicable documentation to provide proof for both distance education and traditional modes of instructional delivery.

### **Applicable Federal Codes and Procedures**

The operational federal codes for procedures and standards of operation are under the jurisdiction of the State of Michigan Licensing Department Post-Secondary School Division. The code is R 390.564 and is applicable, for instruction, equipment, and physical facility operational procedures. The Operation and Maintenance plan addresses the federal laws that are required to operate a post-secondary school through online and traditional instructional delivery. DSDT observes all the state laws as they relate to the daily operations.