

Original Date: 2.01.2014

Updated: 9.15.2017; 6.20.2018; 12.31.2019; 7.15.2020; 09.02.2021; 04.20.2022; 12.20.2022; 08.15.2023; 09.20.2023; 10.15.2024; 11.29.2025

Effective Date: 11.29.2025

OPERATIONS AND MAINTENANCE OF PHYSICAL FACILITIES PLAN

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

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

The School Director will then contact the appropriate contractor to fix the issue at hand. If necessary, local authorities must be contacted.

Adequacy of and Improvements to Physical Facilities

DSDT 's physical facilities are managed by the directors and staff, as well as Hardy Stallings Janitorial and Maintenance. Physical resources are inventoried and maintained by the School Director. As it is deemed necessary to add additional space for student classroom(s), lab(s), or common space, the School Director is responsible for the process of developing additional space within the buildings DSDT occupies. Routine checks are done to ensure that physical resources meet the school requirements. Based on the routine checks, plans will be drawn up for replacement, repair, and new procurements as necessary. Technical infrastructure is added as the student population and staff need change. Also, technical infrastructure is added as budgetary constraints allow.

Budget Available for Facility Maintenance and Improvement

To ensure the ongoing quality of the main campus, DSDT has established a dedicated budget for facility maintenance and improvement. This budget allows DSDT to plan for addressing essential maintenance tasks, cleaning tools/equipment, safety upgrades, and enhancements that will benefit all staff and students. The facility maintenance and improvement budget is assessed and revised annually.

Personnel

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, his/her designee has the authority to contact the building owner or contractor that can assist with the repairs. Please contact the School Director for further clarification. DSDT leases the campus grounds at the main location. If there is as problem with the physical facility, immediate notification must be made to the School Director.

All exterior maintenance is maintained by the main campus School Director on a regular basis at the main location. In the event the grounds cannot be tended to, outside companies will be hired on an as-

Original Date: 2.01.2014

Updated: 9.15.2017; 6.20.2018; 12.31.2019; 7.15.2020; 09.02.2021; 04.20.2022; 12.20.2022; 08.15.2023; 09.20.2023; 10.15.2024; 11.29.2025

Effective Date: 11.29.2025

needed basis. At the main campus location, Hardy Stallings Janitorial and Maintenance is contracted to be on site no fewer than 5 days per week.

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

Non-Instructional Equipment and Supplies

The School Director is responsible for ensuring the school has all the necessary daily operational supplies such as pens, paper, note pads, folders, files, water, cleaning supplies, etc. and all staff is responsible for the general clean-up of their individual areas within the facility. All non-instructional supplies are ordered on a quarterly or as needed basis and are budgeted annually for.

Instructional 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 Compliance Officer and Management 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.

DSDT's 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 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 annual inspection from the city of Detroit, Buildings safety and engineering department at the main campus. DSDT's School Director and Compliance Officer perform equipment sweeps to maintain and ensure safe usage 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, DSDT's inventory management system.

Instructional Equipment Inventory Procedure

DSDT's 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 School Director immediately. The inventory procedure is a "check-in" and "check-out" process utilizing a system called Asset Tiger. DSDT houses all equipment in locked cabinets that only the

Original Date: 2.01.2014

Updated: 9.15.2017; 6.20.2018; 12.31.2019; 7.15.2020; 09.02.2021; 04.20.2022; 12.20.2022; 08.15.2023; 09.20.2023; 10.15.2024; 11.29.2025

Effective Date: 11.29.2025

Program Directors have access to. In the event an instructor needs equipment for their respective class, the Program Director will 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 emergency supply purchases in case there is an error in the order or run out of supplies during the course.

Replacing and Disposing of Obsolete Equipment

DSDT has a procedure for replacing and disposing of obsolete equipment. Equipment is repaired on an "as-needed" basis and based on industry relevancy. DSDT avoids disposing obsolete equipment at all costs and prefer to recycle the equipment to be used as an aid in student learning. Along with recycling, the institution donates obsolete equipment to public schools or other non-profit organizations. If equipment is unusable and needs to be disposed, DSDT takes the equipment to an authorized recycling center. Please reference the physical and technical infrastructure plan for further details.

Compliance with Relevant State Law, Federal Codes and Procedures

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

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. DSDT observes all state laws as they relate to the daily operations.

Annual Evaluation of the Plan

The operation and maintenance plan is revised annually or on an as needed basis. Instructors, students, staff and advisory committee members complete at least one survey annually to determine if the operations and maintenance plan addresses all facets of the institution's operation and maintenance needs. Students will be asked to evaluate the facilities and physical resources upon course completion. All Institutional and Occupational Advisory committee members are required to provide feedback on the operations and maintenance plan annually at the committee meetings. This information will be collected and presented to the respective School Director to be used for modifications and improvements. During the bi-annual employee meetings, all staff will discuss feedback gathered from the students, staff, instructors, employers, and advisory committee members. All the collected data will be analyzed to determine the effectiveness of DSDT operation and maintenance plan. If a need presents, additions will be made within annual budgetary constraints. All DSDT employees are encouraged to give honest feedback at employee bi-annual meetings and will be considered for review.

Original Date: 2.01.2014

Updated: 9.15.2017; 6.20.2018; 12.31.2019; 7.15.2020; 09.02.2021; 04.20.2022; 12.20.2022; 08.15.2023;
09.20.2023; 10.15.2024; 11.29.2025

Effective Date: 11.29.2025