

Academy of Careers and Technology

Operation Maintenance of Physical Facilities Plan



Revised August 11, 2025

390 Stanaford Road
Beckley, West Virginia 25801
304-256-4615
Preparing Students for Their Future
<http://wvact.net>
<http://facebook.com/wvact>

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Adequacy

The Operation Maintenance of Physical Facilities Plan for Academy of Careers and Technology (ACT) follows guidelines established by Raleigh County Schools. The purpose of this plan is to ensure that ACT provides a clean, safe, and quality learning environment that supports the mission of the institution.

Budget

ACT is controlled and managed by Raleigh County Schools (RCS) and therefore is maintained by RCS. Operation and maintenance of ACT's physical facility is included on the county budget.

Personnel

The principal is responsible for ensuring that ACT provides students and staff with clean, safe, and adequate facilities with appropriate utilities for classrooms, offices, restrooms, meeting areas, parking, etc. Custodial staff are responsible for daily cleaning which includes removing all trash from instructional and non-instructional areas, dusting surface areas, sweeping, mopping tile floors, cleaning and disinfecting all bathroom surfaces, and installing paper towels, soap, and tissue as required. Supplies needed for cleaning are requested by the custodial staff to Raleigh County Schools Auxiliary Services. The custodians provide basic cleaning supplies for instructors and staff to take care of general classroom clean-up and emergency situations. Administrative staff conducts routine checks to ensure that the building is clean and safe.

Teachers and other staff are responsible for inspecting their work area and notifying the administration of any issues that need addressed.

Equipment and Supplies

Equipment and supplies purchased meet all required safety standards. Equipment and supplies purchases are made through vendors approved by the West Virginia Department of Education and the State of West Virginia Purchasing Department.

ACT's Principal is responsible for handling any problems with equipment maintenance that arise. Faulty equipment is repaired or replaced immediately to ensure the safety of staff and students. Identified safety issues are discussed immediately with ACT's Principal and Assistant Principal who take immediate appropriate action.

The supplies are maintained in appropriate condition adhering to infection control and standard precautions and in compliance with OSHA Standards.

Equipment and Supplies Procurement

For CTE purposes, equipment is defined as non-consumable items with a life expectancy of more than one year.

At the end of each school year, teachers should submit, to the Director/Principal, a list of supplies using the county requisition or a school purchase order request. This list should include the vendor information and detailed pricing, including shipping and other costs. If this can be obtained in the form of a quote, it will make ordering easier. A school or county purchase order will be issued and then the teacher will be responsible for ordering the supplies, confirming receipt of all materials and then submitting receipts to the financial secretary.

Requests for new equipment should be submitted when needed. The teacher should first seek input and approval from their advisory committee and obtain a LEA 6 form that is signed by the advisory committee chairman. A county or school purchase order request form should be completed at the direction of the Director/Principal and include the vendor information and detailed pricing, including shipping and other costs. If this can be obtained in the form of a quote, it will make ordering easier. A school or county purchase order will be issued and then the teacher will be responsible for ordering the equipment, confirming receipt of the equipment and then submitting receipts to the financial secretary.

Emergency Repairs or Supplies

Because county and state guidelines dictate that all purchases be supported with a purchase order, emergency repairs and purchases will be handled as follows:

1. Notify the administration of the emergency need.
2. The Administration will procure an expedited purchase order the same day in most cases.
3. If an expedited purchase order cannot be obtained, one of several open purchase orders are available for local businesses where emergency supplies can be purchased may be used.

State and Federal Laws

ACT facilities are maintained in accordance with local, state, and federal requirements. Licenses to operate are prominently displayed.

Material Safety Data Sheets (MSDS) for cleaning supplies are available and custodians are trained in the use of supplies and how to use the MSDS information.

Fire extinguishers are maintained and inspected throughout the year. Inspection tags are placed on all fire extinguishers at the time of inspection. Evacuation routes are posted in the classrooms/labs and throughout the facility. Emergency evacuation drills are conducted biannually.

The physical plant complies with Americans with Disabilities Act, Equal Employment Opportunities Commission (EEOC), and Occupational Safety and Health Administration (OSHA) requirements to meet the needs of students and staff. Reasonable accommodations are made when indicated.

ACT conforms to all relevant building codes, and the buildings are inspected by the West Virginia State Fire Marshal's Office at least annually to ensure compliance. All fire marshal inspections are kept on file in the Principal's office and at the Raleigh County Board of Education office. The facilities are inspected regularly by the Raleigh County Health Department and West Virginia Board of Risk and Insurance Management (BRIM). Any deficiencies are brought to the attention of the Principal or Assistant Principal and the Raleigh County Safety Director for immediate correction.

Building Insurance

ACT is insured for loss or liability through the Raleigh County Schools and West Virginia Board of Risk and Insurance Management (BRIM).

Annual Evaluation

The written plan for the operation maintenance of physical facilities is available to staff, students, and the public via the Plans page on the school website. The plan is evaluated by the faculty and administration annually and more often as needed.