

## **New Community Career & Technical Institute Written Plan for Operation, Maintenance, & Improvement of Physical Plant**

New Community Career & Technical Institute (NCCTI) has developed this plan to address the operation, maintenance, and improvement of the physical plant/facilities for all campus locations. All of our facilities are handicap accessible and adequate off street parking is available, at no cost to students, faculty, instructional staff, and guests.

New Community Career & Technical Institute delivers services and instruction at the following locations:

- NCCTI (Main Office/Campus)  
274 South Orange Avenue, Newark, NJ 07103
- NCCTI (Extension)  
266 South Orange Avenue, Newark, NJ 07103
- NCCTI (Extension)  
210 West Bigelow Street, Newark, NJ 07108

NCCTI Physical Plant/Facilities Objectives:

- To ensure NCCTI extension campuses have the appropriate equipment and supplies to provide services
- To ensure NCCTI campuses meet state, federal, and local safety standards
- To ensure students are learning in a safe and clean environment that is conducive to learning

The operation and maintenance of physical locations for New Community Career & Technical Institute campuses is maintained by New Community Corporation's Environmental Services Department. New Community's Environmental Services Department is comprised of 25 skilled tradesmen (carpenters, electricians, plumbers, HVAC technicians), 15 custodians, 10 ground crew/landscapers, 1 Director, and 1 Assistant Director. NCC's Environmental Services Department is committed to ensuring NCCTI's grounds, facilities, and classrooms are safe, clean, and promote an environment that is conducive to learning. Environmental Services Department staff subscribes to the organization's mission *to help residents of inner cities improve the quality of their lives to reflect individual God-given dignity and personal achievement.*

NCCTI main and extension campuses are staffed by custodians and security personnel. NCCTI custodians provide routine maintenance to include exterior grounds, lawn mowing, mopping and buffing floors, etc.

Instructors and students, based on their program area, may handle minor repairs. Maintenance beyond minor repairs is done by New Community's skilled tradesmen.

NCCTI utilizes a Work Order process to chronicle repairs. The Work Order sheet is emailed to New Community's Environmental Services Department. The Work Order Sheet captures:

- Date the Request Was Made
  
- Date Work Completed (Time Started & Time Completed)
  
- Site Location
  
- Staff Person Requesting Work to Be Performed
  
- Reason For Work
  
- Building Floor Location/Room
  
- Equipment/Supplies Necessary for Repair
  
- Authorized Signature and Date

### **Equipment & Supplies**

NCCTI, through New Community's Environmental Services Department, has all the necessary equipment and supplies to maintain the institution's facilities. Classrooms and shop areas are cleaned daily. Bathrooms are cleaned twice each day and fully stocked with hand towels and related supplies. Cleaning supplies are ordered and purchased by NCC's Environmental Services Department and billed backed to NCCTI.

### **Relevant State Law**

NEW JERSEY ADMINISTRATIVE CODE

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§ 12:41-2.3 Application for facilities approval

(a) A private training provider shall submit a floor plan of the proposed facility with the application for program approval.

(b) The Department shall, prior to issuance of a certificate of approval, verify that the facilities and instructional equipment identified in the application for program approval are available and appropriate for instruction.

### **Facility Insurance**

NCCTI is insured through Philadelphia Indemnity Insurance Company. The insurance carries workers' compensation, general liability, and property insurance.

### **Evaluation & Revision**

NCCTI's process for evaluating and revising the operation, maintenance, and improvement of physical plants/facilities is done annually with representatives from NCC's Environmental Services Department and NCCTI program staff. Committee members include NCC's Environmental Services Director, Assistant Director, NCCTI Chief Administrative Officer (CAO), and instructional staff. Instructional staff meets on a daily basis with custodial staff to ensure the operation, maintenance, and improvement of facilities are maintained.

**Responsible Parties**

1. The Center's Director/Chief Administrative Officer is responsible for the overall operation, maintenance, and improvement of NCCTI facilities/physical plant.
2. New Community Corporation Director of Environmental Services, in partnership with the CAO, oversees the daily activities for facility repairs, work orders, and custodial services.
3. New Community Corporation's Security Department provides SORA trained security officers and security services.
4. The Newark Police Department is the local police agency.