

## **New Community Career & Technical Institute**

### **Operation, Maintenance, and Improvement of Physical Plant Written Plan**

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, or guests.

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

- NCCTI (Main 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 are maintained by New Community Corporation's Environmental Services Department. New Community's Environmental Services Department is comprised of 25 skilled tradesmen (carpenters, electricians, plumbers, and 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 *of helping 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. Maintenance repairs are 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 the work was completed (time started and time completed)
- Site location

## **New Community Career & Technical Institute**

### **Operation, Maintenance, and Improvement of Physical Plant Written Plan**

- 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 and fully stocked with hand towels and related supplies. Cleaning supplies are ordered and purchased by NCC's Environmental Services Department and billed back to NCCTI.

#### Relevant State Law

NEW JERSEY ADMINISTRATIVE CODE

Copyright (c) 2007 by the New Jersey Office of Administrative Law (2007)

§ 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 Hartford Life Insurance Company for workers' compensation, general liability, and property insurance.

#### Evaluation and Revision

The 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 Director, and instructional staff.

#### Responsible Parties

1. The School's Director 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 Director of the School, 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

NEW COMMUNITY CAREER & TECHNICAL INSTITUTE

274 SOUTH ORANGE AVENUE | NEWARK, NEW JERSEY 07103 | PHONE: 973 - 824 - 6484 | WEB: WWW.NEWCOMMUNITYTECH.EDU

Our mission is to improve the quality of life of all students through education and occupational training  
in a community that fosters life-long learning.

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

security services.

4. The Newark Police Department is the local police agency.