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OPERATIONS AND MAINTENANCE OF PHYSICAL FACILITIES PLAN | STANDARD 6

## **Last Evaluation**

10/15/2025

## **Executive Staff Review**

11/05/2025

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## **1. Plan Purpose**

This plan has been developed to guide the operation and maintenance of Mountainland Technical College (MTECH) buildings and grounds. Facility managers and supervisors implement the plan through the CMMS and the Internal manual. It is posted for employees, students, and the public. Detailed internal processes are kept in the Facilities Operations and Maintenance Procedures Manual.

## **2. Definitions**

**Computerized Maintenance Management System (CMMS)** - A digital platform used to schedule, track, and manage maintenance activities, work orders, asset histories, and preventive maintenance programs. CMMS systems help optimize equipment performance, improve response times, and maintain accurate maintenance records.

**Council on Occupational Education (COE)** - Mountainland Technical College's (MTECH's) accrediting body.

**Division of Facilities Construction and Management (DFCM)** - A Utah state agency responsible for overseeing the design, construction, and maintenance of state-owned facilities. DFCM ensures projects comply with state standards for safety, sustainability, budgeting, and long-term functionality.

**Facility Condition Assessment (FCA)** - A systematic evaluation of a facility's physical condition, identifying deficiencies, estimating repair and replacement costs, and prioritizing maintenance needs. FCAs are used for capital planning, budgeting, and long-term asset management.

**Operations and Maintenance (O&M)** - Refers to the daily activities and processes involved in operating and maintaining facilities, including building systems, utilities, equipment, and grounds. O&M ensures facilities remain safe, efficient, and fully functional to support institutional needs.

### 3. References

**Council on Occupational Education Handbook of Accreditation (2025 Edition),** Standard 6.A

**International Building Code (IBC):** International Building Code (IBC) (2024). International Code Council

**International Fire Code (IFC):** International Fire Code (IFC) (2018). International Code Council

**International Mechanical Code (IMC):** International Mechanical Code (IMC) (2021). International Code Council

**International Plumbing Code (IPC):** International Plumbing Code (IPC) (2021). International Code Council

**National Electrical Code (NEC):** National Electrical Code (NEC), or NFPA 70 (2020). National Fire Protection Association

**National Fire Protection Association (NFPA):** NFPA 70, or National Electrical Code (2020). National Fire Protection Association

#### **Utah Division of Risk Management**

##### **Utah Department of Public Safety, Utah State Fire Marshal Division**

*MTECH 400.412 Purchasing and Storing Instructional Equipment and Supplies*

*MTECH 500.580 Procurement Policy*

*MTECH 500.581 Purchasing Thresholds and Limits Policy*

*MTECH 500.582 Emergency Equipment and Supplies Purchases Procedure*

*MTECH 500.585 Asset Management and Disposition Policy and Procedure*

*MTECH 500.586 Maintaining/Replacing or Disposing of Obsolete Instructional Equipment Procedure*

*MTECH Safety Equipment Inspection Plan*

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### 4. Scope of Services

- 4.1. MTECH is committed to providing safe, healthy, and functional facilities that support effective teaching and learning. To achieve this, all campuses are maintained in a clean and clutter-free condition, with cleaning and maintenance activities performed according to the official schedule.
- 4.2. Each campus operates and maintains its facilities in an efficient, timely, and economical manner. Major activities include daily custodial services, periodic deep cleaning, floor care, landscaping, snow and parking lot maintenance, installation and repair of building and facility equipment, and general building repair.
- 4.3. Through planned maintenance, MTECH identifies potential issues early, conserves energy, manages maintenance backlogs, and ensures transparent communication with facility users. These efforts collectively ensure that MTECH's facilities remain safe, effective, and well-maintained environments for students, employees, and visitors.

## **5. Adequacy and Improvement of Physical Facilities**

- 5.1. Facilities are reviewed annually and as specific needs arise. Input is gathered from space requests, advisory committee feedback, survey results, enrollment data, and workforce statistics. Immediate needs are submitted to the Space Committee for review.
- 5.2. Larger projects proceed through Executive Staff, the MTECH Board of Trustees, the Division of Construction and Facility Management, the Office of the Commissioner of Higher Education, and the Utah State Legislature, as required by the state approval process.

## **6. Budget for Maintenance and Improvement**

- 6.1. Budgetary resources are provided through the State of Utah legislated appropriations.
- 6.2. Operations and maintenance are funded in the annual budget. Each campus receives an allocation for labor, custodial, grounds, utilities, and routine supplies. Deferred maintenance is tracked and prioritized; larger needs are advanced through capital planning.

## **7. Personnel**

- 7.1. The Facilities Department is led by the Associate Vice President of Facilities and includes Facility Managers at each campus, General Maintenance Specialists, Custodial staff, Security, and skilled Maintenance Technicians (electrical, plumbing, HVAC, building controls).

- 7.2. Facility Managers supervise daily operations, ensure preventive and corrective maintenance through the CMMS, and manage vendor contracts.
- 7.3. Minimum staffing by campus is established annually based on square footage, building systems, and program needs; coverage is maintained during posted hours with an on-call rotation after hours.
- 7.4. Required qualifications, safety training (including lockout/tagout, hot work, and fall protection), and certification tracking are documented in the CMMS and personnel files.
- 7.5. Key functions (custodial, grounds, life-safety systems, utilities, and building repairs) have designated leads and backups to ensure continuity during absences.

## **8. Non-instructional Equipment and Supplies**

- 8.1. Plant Operations maintains an inventory of equipment and supplies necessary for building and grounds upkeep. Facility Managers ensure minimum stock levels are maintained and that Safety Data Sheets (SDS) are available for all applicable materials.
- 8.2. All purchasing activities, including emergency purchases, follow established college procedures

## **9. Compliance with State Law, Federal Codes, and Procedures**

The college follows Utah DFCM standards and Risk Management inspections and complies with adopted codes and rules including the International Building Code (IBC), International Fire Code (IFC), International Mechanical Code (IMC), International Plumbing Code (IPC), National Electric Code (NEC), National Fire Protection Association (NFPA) , and State Fire Marshal requirements. Documentation such as Operations & Maintenance (O&M) manuals, as-builts, permits, inspections, and Facilities Condition Assessment (FCA) results are maintained.

## **10. Annual Evaluation and Publication**

Annually, the Operations and Maintenance of Physical Facilities Compliance Plan is reviewed by the Facilities Department using data sources including CMMS metrics, life safety and compliance, DFCM and Risk Management, and user feedback. Updates and revisions are documented and the approved plan is published on the college website, accessible to all stakeholders including students, faculty, staff, administrators, guests and visitors

- 11. All campuses meet minimum standards for cleanliness, safety, access, and utilities. Custodial schedules and checklists are posted. Egress is kept clear, life safety systems are maintained, and power, water HVAC and data services are reliable. Utility interruptions are logged and escalated as priority work.

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**12. Evaluation History**

Last Evaluation	Executive Staff Approval
07/06/2023	07/25/2023
01/08/2024	02/05/2024
10/15/2025	11/05/2025