



Operations & Maintenance Plan

Scope of Services

The scope of this plan is to set forth the conditions under which regular maintenance and the right to contract maintenance services is delegated and to designate the positions to which such rights are granted.

Budgetary Resources

These will be determined as needed.

Major Activities

In the event of damage:

1. Students are to report the incident to their teacher.
2. Teacher is to immediately contact the directors and let them know of the damage.

If a teacher is not present then the student must notify the directors.

3. The directors will then contact the administrative offices so they can conduct the procurement procedure.
4. SABER Staff inspects every three months all our furnishings and equipment. We specifically inspect the areas that students use, to see if anything is damaged or needs to be replaced. If it does it is immediately reported and replaced.

5. Any equipment that needs to be fixed or replaced will be taken care of, depending on the need of said equipment for the functioning of classes or labs.

Evaluation

The maintenance plan is evaluated in July, October, January and April, by checking the following:

A/C Filters, A/C Units, Bathrooms, Ceiling Lights, Chairs, Desks, Doors, Exit Signs, Floors, Walls and Fire Exits.

The checklist is kept on file at the institution.

The Plan is available to employees and students at SABER's website, and may be copied by asking the Personnel office.

Maintenance Plan follows relevant state law and applicable federal codes and procedures.

Reviewed April 2006

Reviewed by Committee, 4-17-2007

Reviewed by Committee 4-10-2008

Reviewed by Committee 5-19-2009

Reviewed/revised by Committee – 4-28-2010

Reviewed by Committee 4-2011

Reviewed by Committee May 2012

Reviewed by Committee, April 2013

Reviewed by Committee, May 2014

Reviewed Feb 2015

Reviewed March 2016

Reviewed June 2017

Reviewed April 2018

Reviewed May 2019

Reviewed March 2020

Reviewed/Revised April 2021

Reviewed 6/2022

Reviewed June 2023

Reviewed March 2024

Reviewed March 2025

Reviewed/revised January 2026