



WRITTEN PLAN

For Ongoing Operation and Maintenance of Physical Facilities

Approved by Accreditation Steering Committee: August 26, 2025

Purpose of this plan

This plan outlines the procedures implemented by the Facilities Department to support the continuous operation and maintenance of the College's physical infrastructure. Its purpose is to ensure that all facilities remain safe, secure, and fully functional, effectively meeting the needs of students, employees, and visitors. In the sections that follow, the plan will detail the scope of services provided, the budgetary resources allocated to support operations, the major activities involved in maintaining facilities, the methods used for evaluating the effectiveness of the plan, and the stakeholders with whom the plan is shared to ensure transparency and collaboration.

Description of college facilities and campus locations

The College main campus is located on 115 acres at 200 North Washington Blvd., in the city of Ogden, Weber County, Utah. The main campus consists of 18 buildings for a total of 460,244 square feet of classrooms, labs, support, shops, facilities, and offices. The Collette Mercier Campus at Business Depot Ogden (BDO) is located at 918 West 200 South, in the city of Ogden, Weber County, Utah and is approximately two miles west of the main campus. The BDO satellite campus consists of 78,920 square feet of classrooms, labs, shops, facilities, and offices.

Adequacy of and improvements to physical facilities

To ensure facilities are maintained properly, the Facilities Department uses feedback from employees, preventative maintenance performed by contracted vendors, and evaluations conducted by the Utah Division of Facilities Construction and Management and the Utah Division of Risk Management.

Facilities Work Order System and Customer Surveys

The Facilities Department uses the Hippo work order system for customers to enter in facilities work order requests. Surveys have been added to the system so the department can evaluate effectiveness in responding to work order requests.

Director's Feedback

The facilities director receives ongoing feedback on the adequacy of the facilities and the needs of our customers. This happens through regularly scheduled meetings, one-on-one discussions, and email feedback. This allows the department to evaluate and make constant improvements to facilities and support services.

Preventative Maintenance Contracts

The Facilities Department contracts with external vendors as part of a comprehensive preventative maintenance program. Preventative maintenance on building systems promotes early identification of issues and prevents downtime due to unforeseen mechanical or system

failures. Use of external contractors with specialized skill sets protects college resources and allows the Facilities Department to focus on operation and routine maintenance.

Budget available for facility maintenance and improvement

All College facilities are owned by the State of Utah. Each year, the Utah State Legislature appropriates operation and maintenance (O&M) funding to the College to care for facilities. Additional funding is set aside by the College to cover the salary and benefit costs of facilities employees, preventative maintenance, landscaping and custodial contracts, and any improvement projects not funded by the state.

Capital improvement and capital development projects

In addition to providing funding for operation and maintenance of facilities, the State of Utah gives the College separate appropriation for capital improvement of existing facilities. This annual funding has been used to remodel classrooms, labs, and offices; replace roofing and windows; replace chilling systems; upgrade electrical and lighting systems; repair and expand parking lots; and replace building control systems.

New buildings are funded by the State of Utah through a capital development process. New project proposals are submitted to the Utah Board of Higher Education for ranking. If approved, the request is presented to the Utah State Legislature for funding.

Personnel

The Facilities Department comprises the following positions:

Facilities Director

Reports directly to the vice president for college services. Directly supervises Facilities Department staff and oversees contractors. Responsible for managing facilities operations, including mechanical, plumbing, electrical, fire/life safety, vehicle fleet, buildings, and grounds according to established standards.

Facilities Admin Asst / Events

Reports to and works under the direction of the facilities director. Responsible for supporting management of maintenance, grounds, and facility operations. Serves as the fleet manager and facilitates door lock and key systems. Serves as the coordinator for all campus events and facility bookings.

Facilities/Events Tech

Reports to and works under the direction of the facilities manager. Responsible for setup and preparation of events scheduled on campus. Assists in moving items for surplus and disposal. Responsible for general building maintenance, monthly building inspections, and repairs.

Facilities Manager

Reports to and works under the direction of the facilities director. Responsible for control of heat plant and building environmental mechanical systems, campus preventive maintenance program, and door lock and key systems.

Grounds Technician III

Reports to and works under the direction of the facilities manager with support reporting to the facilities director. Responsible for the upkeep, maintenance, and operation of all equipment, irrigation systems, maintenance vehicles, and turf.

Grounds Technician

Reports to and works under the direction of the facilities manager with support reporting to the facilities director. Responsible for implementing and completing all landscaping, irrigation repairs, weed prevention, and general grounds maintenance.

Building Maintenance Technician

Reports to and works under the direction of the facilities manager with support reporting to the facilities director. Responsible for general building maintenance, weekly building inspections and repairs, filter inventory, and pesticide control.

Building Maintenance Technician Electrical

Reports to and works under the direction of the facilities manager with support reporting to the facilities director. Responsible for electrical and general building maintenance, EPA-approved disposal of used lights, and lighting fixture and electrical supply inventory.

Non-instructional equipment and supplies

Each program area or department is responsible for maintaining the equipment and supplies located in its respective area. This includes planning and budgeting to ensure equipment is available for its intended use and meets applicable safety standards. Programs and departments determine the most effective means to maintain equipment which may include annual maintenance contracts, procuring services as needed, performing the maintenance themselves or hiring employees qualified to perform maintenance. Emergency repairs to equipment will be made in accordance with Ogden-Weber Technical College policy 510.4 - Purchasing and Requisitioning.

Disposal of Equipment

Employees complete a Property Change Request form to request an asset be moved, transferred, disposed of, or surplused when it is obsolete or beyond repair in accordance with Ogden-Weber Technical College policy 510.5 - Asset Control.

Compliance with relevant state law, federal codes and procedures

The College works closely with the Utah Division of Facilities Construction and Management (DFCM) on large-scale building projects and building infrastructure upgrades. DFCM ensures that current state and relevant federal building codes are met. This includes compliance with electrical and mechanical codes and the Americans with Disabilities Act.

Additional reviews of college facilities and grounds are conducted by the Utah Division of Risk Management, which serves as the insurance entity for college facilities and grounds. These reviews provide additional feedback on the safety and adequacy of the campus for students, employees, and visitors.

Annual evaluation of plan

Ongoing feedback from college employees is collected via the Hippo work order system. Annually, the plan is sent to all employees via email requesting review and feedback. The final draft of the plan is reviewed and approved by the College Accreditation Steering Committee. This ensures the plan is compliant with any recent changes to COE standards and criteria.

Plan Distribution

All written plans are posted on the college website and are available to students, potential students, college employees, and the general public.