



**BRISTOL TECHNICAL
EDUCATION CENTER**

Operation and Maintenance Plan

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

**Bristol Technical Education Center
Operation and Maintenance Plan**

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Introduction

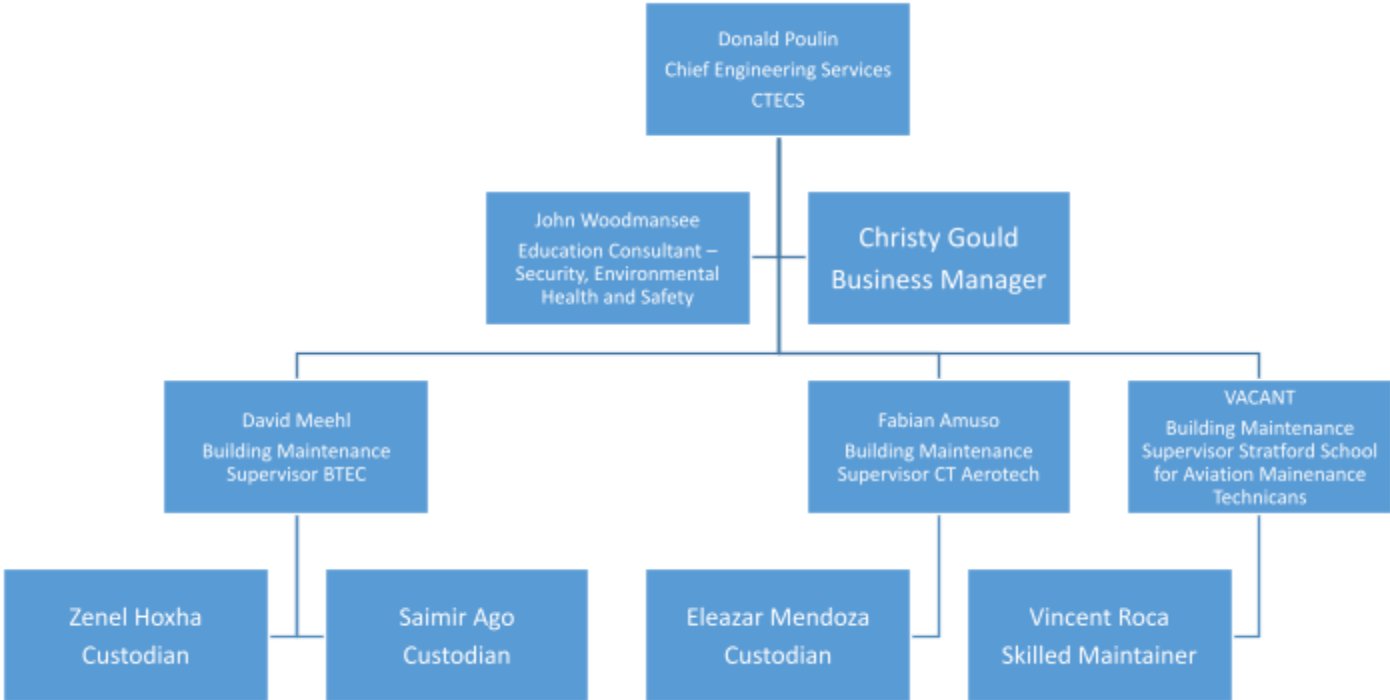
The Bristol Technical Education Center and its extension campuses of CT Aerotech and the Stratford School for Aviation Maintenance Technicians are managed organizationally and financially by the Connecticut Technical Education and Career System district (CTECS) office. Each building is assigned to a building maintenance supervisor (BMS) who coordinates with the business manager for all orders, purchasing, payments, and equipment needs. Large purchases are coordinated and approved by the chief of engineering services.

Financial

All funding for the schools are provided by the Connecticut State Department of Education (CSDE) with appropriations from the Connecticut Legislature, approved annually. Facility funding of the infrastructure, grounds, and equipment to sustain, improve, and manage all tasks are provided by CTECS and the CSDE.

District and School Maintenance Personnel

Bristol Technical Education Center and its extension campuses of CT Aerotech and the Stratford School for Aviation Maintenance Technicians are managed organizationally and financially by the Connecticut Technical Education and Career System district (CTECS) office. Each building is assigned to a building maintenance supervisor (BMS) who coordinates with the business manager for all orders, purchasing, payments, and equipment needs. Large purchases are coordinated and approved by the chief of engineering services.



Custodial Duties and Responsibilities

- General cleaning and maintaining of interior and exterior of building
- Repair and upkeep of utilities
- Contact person for contractors, vendors and outside personnel
- Snow removal and ice prevention
- Graduation and event set up and clean up
- General upkeep of school vehicles and grounds equipment
- Coordinate with BMS for purchasing of supplies and equipment
- Communicate with Administrator and BMS for any school related safety issues
- Follow all safety procedures

Summer and Vacation Duties and Responsibilities

- Detailed cleaning of classrooms, trade areas, kitchen, office and grounds
- Painting and replacing ceiling tiles and wall coverings
- Grounds beautification
- Floor stripping, waxing, polishing

Building Maintenance Repairs and Work Orders Request Procedures

Problem identified by any staff/faculty. The user the online work order management system "School Dude" <https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>

If the issue is a health or safety concern, the custodian and school administrator should be notified prior to submitting the help ticket.

The help ticket alerts on the BMS's email notification system and is put into a queue, date/time. The BMS has the ability to comment or ask questions to the submitter.

Issues unable to be resolved within a reasonable time due to cost, skill, or contract will be forwarded to the district chief engineer.

Issues that have been resolved will be communicated to the submitter and school administrator through the online management system.

Equipment and Supplies

Each school retains an inventory by the building maintenance supervisor and business manager. A district inventory special audits the school every two years. Consumable equipment and supplies are purchased from each school's annual budget/allocation.

CTECS staff members are assigned roles and responsibilities essential to the success of maintaining accurate inventory controls. Promoting the appropriate level of physical security of assets remains one of the most important aspects to maintain inventory and prevent loss. In order to perform the roles and responsibilities recognized in this chapter, CTECS offers internal Asset Management Roles and Responsibilities that are available in Appendix A of this document.

Inventory control must begin when capital equipment or controllable items are purchased and shall be maintained until the point of disposal when the asset has reached the end of its useful life.

To provide maximum accountability, automated systems have been developed for CTECS to employ. The first is the "Asset Transfer and Disposal System" that is documented in Appendix B. This system provides for users to identify, request and track through the process of transferring equipment between locations in the agency as well as disposing assets and documenting them through the Department of Administrative Services (DAS) Property Distribution Center (PDC). The second system is the Asset Verification system that is documented in Appendix C. This fully automated system offers site based accountability. This system allows the user to verify assets at a given location, while giving management the ability to have interim reports available to identify potential issues between physical inventories.

The following is an overview of the CTECS Roles. Refer to Appendix A of this document for more detailed and internal individual roles of the CTECS Staff.

The following shall be documented and tracked by CTECS staff:

Newly tagged items

Disposal / Transfer System for existing equipment– Monitor data entry to system

Transferring of new equipment

Utilize Asset Verification System for periodic site based accountability • Issues to address when receiving an inventory item.

When and where the item(s) are received?

Who received the item?

Who completed the paperwork?

Where is the paperwork maintained and how is it routed?

Who is in charge of physical movement of the equipment throughout the school?

Communication between involved parties must be maintained. Whether the process is related to acquisition, care and custody, or disposal / transfer, the following are some, but not all possible parties to a transaction.

School maintenance staff

School business office staff.

School IT analyst

Central Office Middletown

BFS / Asset Management Office in Hartford

Levels and Responsibilities for Asset Management and Procedures

School Administration – Principal/Assistant Principals

As the school leader, the principal sets the expectation that all staff must comply with state and district asset management policies and procedures and is ultimately responsible for the proper recording and safeguarding of the school's assets. The assistant principals assist the principal in executing administrative oversight of the asset management function.

The school principal/assistant principals will:

Compliance

- routinely communicate inventory control requirements at staff meetings including the opening of school meeting;
- comply with and enforce inventory policies and procedures;

Acquiring new equipment

Review and provide recommendations to the district central office on equipment replacement; ensure all equipment is employed in the intended programs/locations as generally specified by the funding source;

Transfer/Disposal of equipment

- review equipment transfer/disposal requests for educational appropriateness;
- Taking of the Physical Inventory - Internal Inventory Review
- ensure all school staff participates in the taking of the biennial inventory; assist school business manager in resolving identified issues;

Taking of the Physical Inventory – External Inventory Review

- during the taking of the physical inventory by the Bureau of Fiscal Services (BFS), will meet with school staff, storekeepers and other BFS staff to facilitate timely completion of the process and assist in finding assets that have yet to be located , and attend an inventory closeout meeting in the district central office attended by respective Superintendent/Assistant Superintendent, BFS personnel and CTECS fiscal staff;

Business Manager/Business Office Staff

The school business manager is responsible for the implementation of the asset management policies and procedures.

The business manager/business office staff will:

Compliance

- routinely communicate inventory control requirements to school staff;
- comply with and enforce inventory policies and procedures ;

Acquiring new equipment

The business manager plays a lead role in the proper recording of assets during the acquisition and disposal processes. The business manager will also:

- review all internal requisitions (OF-95s) for appropriate classification (i.e. controllable, non-controllable) on the state's asset management system;
- review all donation requests for appropriate classification; provide oversight of the receiving process;
- ensure assets are appropriately tagged prior to being placed into service;
- when appropriate, records inventory tag number(s) on receiving reports, asset management forms, and donation documents;
- working with the IT analyst, ensures all IT equipment is appropriately deployed; collect and summarize equipment replacement requests from school staff;
- maintain file of purchase orders for all capital equipment for the life of the equipment;

Transfer/Disposal of equipment

- provide oversight and supervision of the transfer/disposal process; review equipment transfer/disposal requests;
- working with the IT analyst, ensures all IT equipment is disposed of in compliance with asset management policies and procedures;
- coordinate the disposal process through the Property Distribution Center (PDC) including the acquisition of electronic scrap tickets and notifying the Bureau of Fiscal Services (BFS) to retire said assets;
- maintain file of approved transfer/disposal requests;

Taking of the Physical Inventory - Internal Inventory Review

- supervise the physical inventory process in the school including distributing communications as provided by the Bureau of Fiscal Services (BFS) and/or district central office to school staff as to the taking of the physical inventory;
- assist school staff with questions and issues that may arise during the inventory process; develop a list of items not yet located for redistribution to school staff for a second round of checking;
- facilitate the actions necessary to resolve issues identified during the physical inventory process;
- generate and review asset management reports to ensure requested changes are reflected on CORE-CT;

Taking of the Physical Inventory - External Inventory Review

- work with BFS staff during inventory taking cycle;
- attend an inventory closeout meeting in the district central office attended by respective Superintendent/Assistant Superintendent, BFS personnel and CTECS fiscal staff;
- ensure recommendations included in the management analysis provided to the school during the inventory closeout meeting are implemented;

Department Heads/Instructors/All other Staff

All staff have an obligation to safeguard and properly account for school assets. One of the administrative functions of a program department head is to coordinate the procurement, safe and appropriate use of and disposal of educational equipment as well as coordinate the biennial inventory of the program's assets.

Compliance

- annually review and acknowledge understanding of asset management policies and procedures; comply with and enforce inventory policies and procedures;
- Acquiring new equipment

- prepare and sign internal requisitions (OF-95s) for all equipment requests within available resources;
- ensure all donation paperwork is completed prior to obtaining said donation; ensure assets are appropriately tagged prior to being placed into service;

Transfer/Disposal of equipment Disposal of technology equipment

- utilizes the IT Help Desk system to request the disposal of electronic technology equipment including computers, monitors, and printers;
- upon communication from the IT Analyst that disposal request has been approved, makes arrangement through the school business manager for the disposal of said asset;
- Disposal/Transfer of all other equipment
- initiate request for approval to transfer/dispose of non-technology assets utilizing the electronic Transfer/Disposal System maintained by BFS;
- upon communication from the school business manager that transfer/disposal request has been approved, as necessary, makes arrangement through the school business manager for the transfer/disposal of said asset(s);
- When requesting approval to dispose of an asset, the business manager will notify staff when the Property Distribution Center (PDC) has issued an electronic scrap ticket; Items must not be scrapped until PDC electronic scrap ticket has been received.
- In the case of program/school suspension/closure, no equipment is to be transferred to new locations until a complete inventory has been conducted by the Bureau of Fiscal Services. The area must be secured and access restricted until the BFS has completed their inventory and a redistribution plan has been developed by the district central office and school.

Taking of the Physical Inventory - Internal Inventory Review

- should periodically review assets locations; ensure missing tags are replaced upon discovery;
- at least twice per year, will conduct a physical inventory of equipment recorded to their program/location;
- upon completion of a thorough school-based search, complete the electronic CO-853 Report of Loss or Damage to Real and Personal Property as necessary (link available through CTECS Forms Center at <http://sde-cthsi/forms/index.htm>)

Taking of the Physical Inventory - External Inventory Review

- during the BFS [inventory process, will assist](#) storekeeper(s) and others in locating items not found during initial inventory;

Building Maintenance Supervisor/Maintenance Staff

- The Building Maintenance Supervisor and/or designees are also responsible for receiving and/or disposal of assets.
- Therefore, the building maintenance supervisor and maintenance staff will:
- Compliance
- annually review and acknowledge understanding of asset management policies and procedures; comply with and enforce inventory policies and procedures ;

Acquiring new equipment

- prepare and sign internal requisitions (OF-95s) for all equipment requests within available resources;
- ensure all donation paperwork is completed prior to obtaining said donation; ensure assets are

appropriately tagged prior to being placed into service;

Transfer/Disposal of equipment

- initiate request for approval to transfer/disposal of assets utilizing electronic transfer/disposal system;
- upon communication from the school business manager that transfer/disposal request has been approved, as necessary, assists with transfer/disposal of said asset(s);
- When requesting approval to dispose of an asset, the business manager will notify staff when the Property Distribution Center (PDC) has issued an electronic scrap ticket; Items must not be scrapped until PDC electronic scrap ticket has been received.
- In the case of program/school suspension/closure, no equipment is to be transferred to new locations until a complete inventory has been conducted by the Bureau of Fiscal Services. The area must be secured and access restricted until the BFS has completed their inventory and a redistribution plan has been developed by the district central office and school.

Taking of the Physical Inventory - Internal Inventory Review

- at least twice per year, will conduct a physical inventory of equipment recorded to their program/location;
- also should periodically review inventory and complete electronic CO-853 Report of Loss or Damage to Real and Personal Property as necessary (link available through CTECS Forms Center at <http://sde-cthsi/forms/index.htm>)
- during BFS inventory, will assist storekeeper(s) and others in locating items not found during initial inventory;

IT Analysts

The IT Analysts employed by the State Department of Education also play a key role in the appropriate deployment and disposal of all technology equipment including but not limited to computers, monitors, and printers. The following protocols are established for IT Analysts:

Compliance

- annually review and acknowledge understanding of asset management policies and procedures; follow inventory policies and procedures and report violations to CSDE or school administration, as appropriate;

Acquiring new equipment

- will only place in service equipment that is properly tagged by storekeepers or school staff, and will notify administration of untagged equipment;
- ensure all equipment is employed in the intended locations, and when notified, confirm program intention as specified by funding source;

Transfer/Disposal of equipment

- utilize the Help Desk ticket system to request transfer or disposal of technology equipment including computers, monitors, and printers;
- The transfer of IT equipment may take place immediately upon receipt of the Help Desk ticket email by the BFS Asset Management office,
- Disposal requests must be sent via the Help Desk ticket email to the school business manager and BFS Asset Management Office, and are approved upon communication from the school business manager, or BFS Asset Management Office, that a scrap ticket has been issued by

DAS-PDC (See bold note below),

- School staff and the BFS Asset Management Office will coordinate entry of technology equipment into PDC,
- School staff is responsible for transferring technology asset(s) to designated secure locations while awaiting the annual recycling program. IT staff and BFS Asset Management Staff will assist when necessary.

When requesting approval to dispose of an asset, the business manager will notify staff when the Property Distribution Center (PDC) has issued an electronic scrap ticket; Items must not be scrapped until PDC electronic scrap ticket has been received.

In the case of program/school suspension/closure, no equipment is to be transferred to new locations until a complete inventory has been conducted by the Bureau of Fiscal Services. The area must be secured and access restricted until the BFS has completed their inventory and a redistribution plan has been developed by the district central office and school.

District Central Office Roles and Responsibilities

Program Consultants

Program consultants also play a key role in the inventory control process as procurement of most of the educational equipment begins with them.

Compliance

- annually review and acknowledge understanding of asset management policies and procedures with review said policies and procedures with program staff during professional development days and school visits;
- comply with and enforce inventory policies and procedures ;
- Acquiring new equipment
- prepare and sign internal requisitions (OF-95s) for all equipment requests within available resources;
- ensure all donation paperwork is completed prior to obtaining said donation;
- Transfer/Disposal of equipment
- review requests to transfer assets utilizing electronic transfer/disposal system;
- upon communication from the fiscal personnel that transfer request has been approved, as necessary, assists with transfer of said asset(s);
- Taking of the Physical Inventory
- may be asked to conduct a small sampling (three to four items) of assets during program visits to the schools;
- may be asked to assist school personnel in locating missing items;
- may be asked to assist storekeepers in completing a physical inventory for closed programs/schools;

CTECS Fiscal Unit

The CTECS Fiscal Unit provides guidance to school and central office staff over the entire asset management function. Therefore, the CTECS Fiscal Unit will:

Compliance

- comply with and enforce inventory policies and procedures ;
- Review asset management policies and procedures with school business managers during quarterly reviews and during business managers meetings and site-based visits to the schools.
- actively participate with district leadership and BFS staff in identifying weaknesses and recommending improvements to the entire asset management function;

Acquiring new equipment

- create purchase orders in CORE-CT for the acquisition of equipment determine at the time of purchase if the equipment is capitalized or controllable
- appropriately code the purchase orders with asset management coding, to include asset type, location code (if known), and check capitalized box if appropriate

Transfer/Disposal of equipment

- monitors requests for disposal of equipment by school personnel;
- review usage of transfer/disposal system during quarterly meetings with business managers; may assist school business managers in utilization of the Property Distribution Center (PDC);

Taking of the Physical Inventory - External Inventory Review

- may attend inventory kick-off meeting at respective school;
- will attend an inventory closeout meeting in the district central office attended by respective superintendent/assistant superintendent, principal, business manager, and BFS personnel;
- will follow up with recommendations and the implementing of corrective action as contained in BFS reports;

Superintendent/Assistant Superintendent

Compliance

- periodically review inventory control policies and procedures with administrative staff during monthly leadership meetings, professional development days and school visits;
- review state and internal audit reports for recommended inventory improvements; comply with and enforce inventory policies and procedures ;
- establish annual asset management improvement goals for all technical high schools and evaluate the performance of school principals in meeting said goals;
- make monthly presentations regarding asset management improvements and BFS report recommendations to CT Committee and State Board of Education;
- notify CTECS Fiscal Unit and BFS when closing/suspending programs/schools;

Taking of the Physical Inventory

- during BFS inventory process, may attend inventory kick-off meeting at respective school; may reassign district staff to assist school personnel in resolving inventory issues;
- review preliminary BFS reports and make recommendations for enhancing reports;
- organize and coordinate inventory closeout meetings in the district central office attended by respective principal, school business manager, BFS personnel and CTECS fiscal unit staff; review preliminary BFS reports, make recommendations to BFS.
- Management oversight of the inventory process is required at the level of the Superintendent.
- These activities should include:
- Interim review of the reports supplied by BFS.

- Review of the management Inventory Closeout Letter and Management Analysis provided by BFS.
- Schedule and direct the Equipment Inventory Closeout Meeting with the School Principal and

School Business Manager. This meeting will review:

- Disposed Inventory
- Additions to Equipment
- Items Not Located
- Review of the Closeout Letter and Management Analysis
- CO-853 / CO-854 forms and their execution
- Create a corrective action plan for items identified in the Management Analysis that may require follow up action, and notify the BMS / Asset Management office of the plan and its status.

Evaluation

Reviewed by BTEC/CTECS School Committee August 25, 2023