

**ADEQUACY AND IMPROVEMENT OF ALL
PHYSICAL FACILITIES AND TECHNICAL
INFRASTRUCTURE PLAN**



Upper Kutz Barber & Style College

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Effective: January 2019

ADEQUACY AND IMPROVEMENT OF ALL PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

Purpose:

The purpose of this plan is to ensure that the physical facility and technical infrastructure are maintained and improved so that school operations will safely, efficiently, and effectively take place with physical resources and IT resources that meets the needs of its students, faculty, staff, local, state, and federal laws. The institution accomplishes this through an emphasis on; professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance. The President/Director is responsible for creating and implementing this plan.

Objectives:

1. To maintain a clean, safe and healthy environment.
2. To perform regular inspections of all equipment as it relates to the internal and external infrastructure needs.
3. To ensure that the technical infrastructure is regularly updated and information is kept on a secured system.
4. To maintain current software and equipment to ensure students are utilizing the most efficient technology.

Procedures:

The institution has an on-call maintenance crew to handle routine maintenance, such as grounds maintenance, cleaning the facility and light carpentry work. The institution also partner with local businesses to complete bigger physical infrastructure needs that occurs. The maintenance crew communicates with the director weekly to review any concerns found and establish completion timelines. This process ensures an adequate, safe, healthy physical environment for students, staff, and visitors are being accomplished.

Regular inspections are performed throughout the facility as needed. The local and state officials do annual inspections such as fire extinguisher and fire inspections, building and roofing inspections to check the integrity of the facility and all license to operate are updated annually. The institution also invites professionals to come in and do workshops on safe and healthy preventions to increase the knowledge and competence when handling certain equipment and chemicals within the facility.

In order to maintain adequate technical infrastructure, Upper Kutz Barber & Style College manages and maintains the computer hardware and network system to ensure a secured system is being implemented. Updating the computers and printers on the facilities network is necessary to provide the services to the students and staff. Having an efficient time frame for ordering

hardware, software, and accessories are a priority. The institution keeps the staff well equipped with current technology to ensure they are providing students with the best education possible.

To ensure the students are utilizing the most effective in technology, the institution uses the most current licensed software that is constantly updated, or purchased and install on all computers. This offers the benefit for repairing security holes that have not been discovered by the institution and helps fix any bugs the old software might have had in the past. Any outdated equipment will be replaced.

Evaluation:

The Advisory Board meets at least once annually to review the operation, maintenance, and improvement of the physical infrastructure. In addition, the Director makes rounds of the school on a daily basis and obtain input from staff and students. Their observations are referred to the board for immediate evaluation and implementation where necessary. The method for evaluation and revision of adequacy of the technology infrastructure is accomplished through regular system diagnostic reports and technology request review and analysis.

Distribution:

Upper Kutz Barber & Style College appreciates and utilizes input from staff as it relates to the technology and security of the institution. The Director reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress. All plans are publicly posted within the facility and school website.