

**PLAN FOR ONGOING OPERATION AND  
MAINTENANCE OF ALL PHYSICAL FACILITIES  
AND TECHNICAL INFRASTRUCTURE**



**Upper Kutz Barber & Style College**

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**Effective: January 2019**



## **PLAN FOR ONGOING OPERATION AND MAINTENANCE OF ALL PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE**

### **Purpose:**

This plan has been adopted to ensure the facility is kept clean, neat, safe and free of any infestations or unsafe structures within the facility. The plan is also created to ensure that all equipment in the lab and classroom are in working condition and does not pose a hazard of any kind to the student's or staff. The President/Director is responsible for creating and implementing this plan.

### **Objectives:**

1. To ensure that the campus environment is clean and neat and problem-free on a daily basis.
2. To ensure staff is being responsible in the lab and classroom when handling equipment and supplies.
3. To establish and implement the protocol, rules and regulations for the operation and maintenance of the facility.

### **Procedures:**

Sanitation is a big priority at Upper Kutz Barber & Style College especially because of the risk of spreading bacteria's, ringworms, lice etc.. The institution must adhere to the sanitation rules set by the CDC guidelines and the State Barber Board of Examiner's. The school has hired a cleaning crew that gives the entire facility a deep and detailed cleaning once a week. Daily light cleaning of the lab and classroom is done by the students.

Staff is expected to enforce the rules in the labs and classroom by making sure the students are keeping their area clean in the lab, sanitizing their equipment after every use and displaying teamwork to ensure that things are operating smoothly. Staff will make sure that the sanitizer dispensers are kept full and are being used by students and patriots that comes in for services. Demonstrations are made by staff to assist them in knowing the safe and proper way to operate certain equipment in the lab and classroom.

When a staff member reports a problem and they determine it is beyond their capability, they must report the issue to the Director. The institution has an on-call maintenance crew that will come and take care of the issue as soon as possible. Maintenance has a list of duties that they are responsible for completing on a monthly and yearly basis. The institution also receives pop-up visits from city and state inspections throughout the year.

### **Evaluation:**

Upper Kutz Barber & Style College's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections. This written plan is reviewed annually by the

advisory board to make any changes or additions to make sure that operations and maintenance is ongoing and serving the purpose in which it was established.

**Distribution:**

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The institution reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback. All plans are publicly posted in the designated area of the facility, school website, and server for all to peruse.