

## UA Local 290 College of Mechanical Systems and Technology

### Physical Resources Plan 2021-2025

#### **I. Objectives:**

UA Local 290 College of Mechanical Systems and Technology is committed to effectively using all resources available, including Human, Physical, and Technological resources in accordance with federal and state laws, codes and procedures. This Operation and Maintenance plan shall be evaluated annually for effectiveness and published for all employees and apprentices to review.

#### **Physical Facilities**

The UA Local 290 COMSAT main campus is located at 20220 SW Teton Ave, Tualatin, Oregon, 97062. The facility has 73,000 square feet which includes 30 classrooms, 2 computer labs, solder/braze lab, a weld shop, a thread shop, 2 offices, 6 restrooms, 250 seat lecture hall, conference room, a faculty lounge, a student lounge, an instructor room, and an elevator being added in 2023. The facility has 260 parking spaces, including 6 handicap spaces.

The UA Local 290 COMSAT Redmond, Oregon Instructional Service Center is located at 2161 SW First St., Redmond OR 97756. The facility has 12,600 square feet which includes 4 classrooms, a computer lab, a solder/braze shop, a weld and thread shop, an office space, 2 restrooms, an 80-seat lecture hall, and a student lounge. There are 30 parking spaces, including 2 handicap spaces.

The UA Local 290 COMSAT Springfield, Oregon Instructional Service Center is located at 2861 Pierce Parkway, Springfield Oregon 97477. The facility has 32,400 square feet which includes 14 classrooms, 2 computer labs, and a solder/braze shop, a weld and thread shop, an office space, 2 restrooms, 140 seat lecture hall, and a faculty and student lounge. There are 60 parking spaces, including 2 handicap spaces.

The UA Local 290 COMSAT White City, Oregon Instructional Service Center is located at 950 Industrial Circle, White City Oregon 97503. The facility has 8,750 square feet which includes 4 classrooms, a computer lab, a solder/braze shop, a weld and thread shop, an office space, 2 restrooms, 50 seat lecture hall, and a student lounge. There are 53 parking spaces, including 2 handicap spaces.

The UA Local 290 COMSAT Salem, Oregon Instructional Service Center is located at 1810 Freeway Ct. Suite 110, Salem Oregon 97303. The facility has 8,000 square feet which includes 3 classrooms, a computer lab, a solder/braze shop, a weld shop, a thread shop, an office space, 2 restrooms, and a 50-seat lecture hall on this campus. There are 60 parking spaces, including 2 handicap spaces.

The UA Local COMSAT Eureka, California Instructional Service Center is located at 34 California St, Eureka California 95501. The facility has 3,280 square feet of classrooms, a computer lab, a solder/braze shop, a weld shop, a thread shop, an office space, 2 restrooms, a 20 seat lecture hall and a faculty and student lounge. There are 8 parking spaces, including 2 handicap spaces.

**II. Activities to Achieve Objectives**

**Physical Facility Maintenance Schedule**

Item	✓	Schedule
Parking lots and Sidewalks		Monthly cleaning, patching as needed. Repaving every 3 years.
Garage Doors		Serviced Yearly
Floors		Swept/mopped daily Buffed quarterly Stripped and sealed annually
Fire Exit Light bulbs and Emergency Lights		Replaced Annually
Classrooms, Offices, Restrooms		Cleaned Daily
Lawn Maintenance and Snow Removal		Lawn-weekly snow – as required
Fire Sprinkler System		Annually
Fire Extinguishers		Annually
Heat and Air Conditioning		Quarterly
Roof Repair and Maintenance		As required
Exterminator		Annually/As required
Exterior Trash Removal		Monthly
Air and Duct Cleaning		As required
Light Fixtures Repair and Replacement		As required
Electrical Systems		As required
Lock Repair and Replacement		As required
Vacuum/mop all office and classroom space		Daily
Remove all trash from classroom, office and common areas		Daily
Clean all restrooms and refresh supplies in these areas.		Daily
Clean student and staff lunch areas and refresh supplies in these areas.		Daily
Remove all trash and used materials from classroom/laboratory space.		Weekly
Police parking areas for trash and other debris		Weekly
Mop all hallways, restrooms, lunch areas and laboratory spaces.		Weekly
Order cleaning and maintenance supplies as required.		Monthly
Clean carpeting in class room and offices.		Monthly
Change filters in HVAC and ventilation systems		Annually
Inspect all smoke detectors and fire extinguishers		Annually
Schedule maintenance of HVAC and Plumbing systems		Annually
Scheduling painting of classrooms and hallways as required		Annually
Review all maintenance contracts and solicit bids as necessary		Annually

## **Personnel**

- A.** UA Local 290 COMSAT ensures institution and program integrity by employing supervisors qualified by training and/or experience, who possess knowledge of federal and state laws and codes, expertise in their trade, and the required skills to provide the necessary student services.
- B.** Administrators and support staff possess qualifications necessary to perform duties to support academic, technological and administrative effectiveness.
- C.** COMSAT employs a sufficient number of qualified part-time faculty who are responsible to review and amend curriculum as well as assess learning
- D.** The institution has established criteria for evaluating job performance of all duties and responsibilities. Job descriptions are posted in faculty and student break areas and accurately depict staff duties and authority.
- E.** COMSAT has employment policies and practices which provide for employee orientation, oversight, evaluation and personnel development.
- F.** COMSAT enforces a written code of professional ethics for all employees.
- G.** The COMSAT provides security for all employee records. Employees may request access to their personnel file.
- H.** The office also provides an area for advising apprentices when necessary.

## **Equipment and Supplies**

- A.** All equipment and supplies are checked on a regular basis, for safety and function. Faculty may submit material request forms to Program Coordinators for instructional material. COMSAT maintains a host of training equipment, all tested, serviced and maintained as a part of the post-secondary educational programs. We do not discard “obsolete” equipment since students may be expected to service them in the field. Equipment deemed unsafe for training is destroyed and recycled. The auditor is notified when equipment is decommissioned for removal from the asset list.
- B.** COMSAT ensures all equipment is safe for student use, are constructed safely, and maintained to provide safe access and effective learning.
- C.** COMSAT builds, procures, or replaces equipment as needed to meet instructional needs for new technology in the field.
- D.** All flammable products such as paint, paint thinners, oils, gases, solvents, and other such materials are contained in non-flammable storage areas. These storage areas are designed and vented for storing flammable products. All oxygen and acetylene bottles for welding program are stored in a non-flammable storage area designed and vented for that purpose.
- E.** All departments have space for instructors for storage, curriculum materials, and student projects.

## **Technical Infrastructure**

Technical infrastructure is addressed on a daily basis. Staff members respond to technical support requests as they are received. If onsite staff are unable to provide the support needed, a request is put in to the offsite network administrator. The Network Administrator is available 24/7 for any emergencies that arrive. The existing staff computers are backed up by an off-site server. Faculty, students and staff can access the network through passwords and 2FA access. Internet access is also available. Printers and copiers are available in the staff offices and through a wireless network. The

current infrastructure allows for us to add up to 100 additional devices without any modifications to the network or server.

**Technical Infrastructure Maintenance Schedule**

Item	✓	Schedule
Testing laptops		Annually
CAD Computers		Annually
Classroom Computers		Annually
Classroom Projectors		Annually
Student iPADS		Annually
Office Equipment (computers, printers, scanners, etc...)		Annually
Instructor Room Equipment (printer, TV, computer, etc...)		Annually

**Relevant State and Federal Laws, Codes, and Procedures**

- A. The campus is supplied with a full complement of electricity, water, sewer, telephone, and gas services. They comply with all federal, state, and local codes having jurisdiction in planning, zoning, building services, plumbing, heating and ventilation, electrical services, gas, environmental safety, life safety, and fire safety standards. The fire marshal makes regular inspections of the buildings and grounds to ensure all life safety standards and regulations are being followed.
- B. All areas are well illuminated and ventilated.
- C. The facilities are accessible and convenient for the disabled. There is a wheelchair accessible entrance and an elevator that will complete construction by the end of FY2023. Identifiable handicapped parking spaces have been established that meet ADA requirements. Free, on-site parking is provided for all faculty, employees, apprentices, and visitors.
- D. Evacuation routes are posted in each classroom and laboratory area. Exit location maps are in all training areas in all buildings. The building is protected by fire and smoke alarm system.
- E. All equipment and supplies are purchased in accordance to ERISA guidelines.
- F. Equipment and supplies deemed non-repairable are recycled in accordance with Oregon State law and ERISA guidelines.

**Evaluation**

- A. Routine inspections are conducted by our Instructors and Program Coordinators. Work orders are created and assigned to vendor contractors as areas needing corrective action are identified and records are kept.
- B. Safety inspections are conducted under the direction of the Director.
- C. Faculty and Apprentices are encouraged to participate in evaluation of equipment safety and effectiveness. All safety checklists are made available to Board of Trustees. This Physical Resources plan is reviewed annually by the Board of Trustees and results are published on the <https://290tech.edu> website.

**Plan for Improvement:**

**Salem ISC:**

- a. Expand into the unused side of the building creating new plumbing and HVA/R labs and classrooms.
- b. Add additional video equipment for classrooms.
- c. Add security system including remote locking systems
- d. Update shop equipment.

**Springfield ISC:**

- a. Add perimeter fencing and electronic gate
- b. Add exterior cameras
- c. Restripe parking lot
- d. Add additional video equipment for classrooms

**Redmond ISC:**

- a. Add perimeter fencing and electronic gate
- b. Add exterior cameras including remote locking system
- c. Restripe parking lot
- d. Add interior office/workspace for instructors
- e. Add copier room for storage
- f. Add additional video equipment for classrooms

**White City ISC:**

- a. Add exterior cameras
- b. Restripe parking lot
- c. Add perimeter fencing and electronic gate
- d. Add additional video equipment for classrooms

**Eureka ISC:**

- a. Add exterior cameras
- b. Restripe parking lot
- c. Add security system including remote locking system

**Tualatin Training Center:**

- a. Replace stairs at north and south entrances
- b. Install new server
- c. Add additional video equipment for classrooms
- d. Add security system including remote locking system
- e. Update shop equipment
- f. Expand into currently leased portion of training center with new labs and classrooms.
- g. Install elevator in north side of building

### **III. Roles and Responsibilities**

- a. Board of Trustees/Institutional Advisory Committee
  - Review safety reports and checklists
  - Review and revise plan as necessary
- b. Director of Training
  - Direct safety inspections
- c. Program Coordinators
  - Review and amend curriculum
  - Responsible for material requests
  - Provide routine inspections
  - Put in work orders to appropriate vendors as needed
- d. Administrative Staff
  - Support academic, technological, and administrative tasks.
- e. Faculty
  - Review and amend curriculum
  - Evaluate equipment safety and effectiveness utilizing the Safety Checklist.

### **IV. Guidelines for Review and Evaluation**

This plan will be reviewed annually by the Board of Trustees and Institutional Advisory Committee. The maintenance schedule is reviewed annually to ensure compliance with state and local authorities as well as risk management policies and guidelines. The committee will take into consideration results of safety reports and checklists, if COMSAT has received new equipment, any accidents or injuries, etc... Should the committee determine any changes necessary, they will be addressed in a timely manner.