



**OPERATIONS & MAINTENANCE PLAN**

571 Vance Ave  
Memphis, TN 38126  
[www.htimphs.com](http://www.htimphs.com)

## MISSION STATEMENT

**“To provide educational opportunities to the general public in demand occupations based on outcomes with a certifiable designation.”**

All training must conclude with students taking a certification test in the area of which they have been trained.

### **Institutional goals include:**

#### **Programs:**

- To provide a challenging quality learning experience for students in demand occupations
- To align educational programs to industry needs and connect trained workforce to local employers
- To ensure institutional sustainability through collaboration, partnerships, and expansion

#### **Personnel:**

- To ensure staff are well-trained and prepared to instruct students in a rigorous but fair minded way to achieve program goals
- To have written policies and procedures regarding Human Resources to be provided during **New Employee Orientation** for all staff

#### **Plant & Equipment:**

- To maintain campus facilities to the highest standards of federal, state, and local codes for operation
- To have annual reviews of local plant and equipment occupancy codes inspected and approved
- To continuously upgrade technical resources (i.e. computers, laptops, tablets, smart boards, digital software, etc.) to meet the needs of 21<sup>st</sup> Century learning
- To budget for periodic purchases of training equipment for clinical training (i.e. manikins, lifts, examination tables, supplies, EKG Machine, etc.) purposes to be used in demonstration of proper techniques of patient care
- To regularly monitor the physical facilities to provide adequate, safe, and clean facilities in all areas including classrooms, labs, offices, rest rooms, conference rooms, and parking

### **Physical Facilities**

The Health-Tech Institute of Memphis-HTIM campus located at 571 Vance Avenue Memphis, TN 38126 is approximately three thousand (3,800) square feet of stand-alone space with fifty (50) free access parking for students and faculty.

HTIM moved to this location in January of 2004 from its previous location at 66 North Second Memphis, TN 38103. HTIM sought and received approval from the Tennessee Higher Education Commission in early 2004 as a new campus location to conduct post-secondary training.

Prior to moving in and subsequent to HTIM lease tenure, HTIM has made leasehold improvements annually and three (3) times major improvements totaling over \$200,000.

The improvements have included:

- New Roof
- Replacement of All Windows with Tempered Glass with Tint
- New Carpet in Offices
- New Vinyl Flooring throughout Common Areas
- New Interior/Exterior Painting
- New Porch and Façade Hardscaping
- New Landscaping Front/Sides/Back
- New Asphaltting and Lines of Parking Lot
- New Bathrooms Including Replacement of Toilets, Sinks, and Urinal (Meeting ADA Compliance)
- New Interior/Exterior Lighting
- 5 Camera Security System Monitoring Inside and Outside 24/7 Coverage
- New HVAC System installed

## **Technical Infrastructure**

The Health-Tech Institute of Memphis campus located at 571 Vance Avenue wired with Cable Internet and Wi-Fi (3 Networks) wireless Internet access for students, faculty, staff, and guests.

### **Students Technical Infrastructure Access:**

Students have a sixteen (16) seat computer lab with Windows 10 Operating System networked to a Konica Minolta Printer/Scanner/Fax. All 16 computers are new Dells purchased in 2016.

In addition to the Computer Lab, HTIM has 20 Netbook Tablets with Intel Processor Chips available for students use. All Tablets are able to access the internet through Wi-Fi network(s).

Both Lecture Halls have Internet connected Smart Boards to assist with visual demonstration of teaching subject matter material.

### **Faculty Technical Infrastructure Access:**

Each instructor has a laptop with Smart Boards to assist with student records keeping, assignments, technical assistance, and any other viable need to enhance their ability to conduct training for students.

HTIM is currently in the Implementation Phase of an Enrollment Management System, FAME which will help facilitate better and more efficient delivery of services across multiple departments including Admissions, Financial Aid, Student Services, and Placement/Follow-up.

### **Administration Technical Infrastructure Access:**

The 571 Vance Avenue Memphis Tennessee campus has two (2) Administrative offices each with the technical resources to conduct the administrative functions of the institution including but not limited computers, copying machine, shredders, and file cabinets all connected to the Internet, Wi-Fi, and main copier/printer/scanner.

The campus also has a six (6) seat Conference Room for staff, employer, and other meetings.

### **Relevant State Laws/Applicable Federal Codes and Procedures:**

The Tennessee Higher Education Commission required an annual Fire Inspection and Health Inspection of all post-secondary institution authorized by the Commission up to 2017. A ruling was made by the Commission removing those two requirements from annual authorization. HTIM has continued to have the inspection performed to ensure that the campus facility meets local codes for safety and cleanliness.

### **Operation and Maintenance Plan Access:**

The Operation and Maintenance Plan is available online at [www.htimphs.com](http://www.htimphs.com)

## **Health and Safety Policy**

### **BASIC REQUIREMENTS FOR A SAFE WORKPLACE:**

- 1.** Proper Ventilation: Some fumes can be harmful.
- 2.** Proper Use of Flammables: Read labels and always follow precautions
- 3.** Designated smoking areas (Outside): Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
- 4.** Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
- 5.** Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- 6.** Proper use of First Aid: Keep first aid kit readily available.
- 7.** Fire Safety: Post and Review evacuation procedure during new student orientation.
- 8.** In the event of fire:
  - a.** Contact Fire Department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
  - b.** Evacuate premises by following the planned procedure for the facility
  - c.** Plan alternate exits for use in the event regular route is blocked by the fire.
  - d.** Service extinguishers at least annually.
- 9.** Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
  - a.** Pull the pin
  - b.** Aim the nozzle
  - c.** Squeeze the handle
  - d.** Sweep from side to side at base until fire goes out.
- 10.** Recommended Procedures: The National Fire Protection Association recommends that you should **ONLY** stand and fight a fire if **ALL** the following are **TRUE**:
  - a.** Everyone is leaving the premises and fire department has been called.
  - b.** The fire is small and confined to the work area where it started (wastebaskets, cushion, small appliance, etc.)
  - c.** Your extinguisher is rated the type of fire you are fighting and is in good working order.
  - d.** You know how to operate the extinguisher.

## **Reporting and Investigating Accidents**

- 1.** All accidents should be immediately reported to either your instructor and/or the administrative staff person present.
- 2.** An Accident Report Form must be completed indicating all pertinent information regarding the accident.
- 3.** Administration is required to follow-up with an thorough investigation of the accident and file in the appropriate manner and report serious accidents to the appropriate agencies.
- 4.** The Accident/Incident Report is made available to all students in their handbook and it is posted online at [www.htimphs.com](http://www.htimphs.com).

## **Privacy, Safety, and Security of Data**

Health-Tech Institute of Memphis is implementing an Enrollment Management System, FAME, which will have under the contractual agreement. The tentative start date is May 1, 2017.

Two (2) years of student data is being constructed on the system.

Currently, all student data is maintained in a manner to ensure privacy, safety, and security. Student files are maintained on campus in fire-proof file cabinets and additional storage is provided through a contract with Vital Records Control.

### **Computer Network Reliability:**

Health-Tech Institute of Memphis ensures computer system and network reliability and emergency backup for all technical services through IT staff on payroll and third party contractual arrangements. Systems are regularly tested for efficiency and potential viruses from outside sources.

## Maintenance Schedules

### Daily

| <b>Health-Tech Institute of Memphis</b>        |               |                |                  |                 |               |                 |               |
|--|---------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
| <b>Maintenance Schedule</b>                    |               |                |                  |                 |               |                 |               |
| <b>Daily</b>                                   |               |                |                  |                 |               |                 |               |
| <b>Task To Be Performed</b>                    | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b> | <b>Sunday</b> |
| Trash Removal                                  |               |                |                  |                 |               |                 |               |
| Dust Mopping                                   |               |                |                  |                 |               |                 |               |
| Wet Mopping                                    |               |                |                  |                 |               |                 |               |
| Clean/Sanitize Bathrooms                       |               |                |                  |                 |               |                 |               |
| Vacuum Carpets/Rugs                            |               |                |                  |                 |               |                 |               |
| Clean/Sanitize Tables, Chairs, Equipment, etc. |               |                |                  |                 |               |                 |               |

### Weekly

| <b>Health-Tech Institute of Memphis</b>              |               |                |                 |                |  |  |  |
|--|---------------|----------------|-----------------|----------------|--|--|--|
| <b>Maintenance Schedule</b>                          |               |                |                 |                |  |  |  |
| <b>Weekly</b>  |               |                |                 |                |  |  |  |
| <b>Task To Be Performed</b>                          | <b>Week I</b> | <b>Week II</b> | <b>Week III</b> | <b>Week IV</b> |  |  |  |
| Clean/Shine - Windows/Doors Inside & Out             |               |                |                 |                |  |  |  |
| Landscaping including lawn, flower beds, parking lot |               |                |                 |                |  |  |  |
| Rooftop Maintenance (Water/Debris Removal)           |               |                |                 |                |  |  |  |
| Polish Wood Throughout Facility                      |               |                |                 |                |  |  |  |



Monthly

| <b>Health-Tech Institute of Memphis</b>  |            |            |            |            |            |             |             |            |             |            |            |            |  |
|--|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--|
| <b>Maintenance Schedule</b>              |            |            |            |            |            |             |             |            |             |            |            |            |  |
| <b>Monthly (Preventive Maintenance)</b>  |            |            |            |            |            |             |             |            |             |            |            |            |  |
| <b>Task To Be Performed</b>              | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>Apr</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> |  |
| Check Supplies Inventory                 |            |            |            |            |            |             |             |            |             |            |            |            |  |
| Check Equipment for Signs of Replacement |            |            |            |            |            |             |             |            |             |            |            |            |  |
| Overall Facilities Inspection            |            |            |            |            |            |             |             |            |             |            |            |            |  |
| Make Lists of Items To Be Addressed      |            |            |            |            |            |             |             |            |             |            |            |            |  |

Quarterly

| <b>Health-Tech Institute of Memphis</b>   |                  |                   |                    |                   |  |  |  |  |  |
|---|------------------|-------------------|--------------------|-------------------|--|--|--|--|--|
| <b>Maintenance Schedule</b>               |                  |                   |                    |                   |  |  |  |  |  |
| <b>Quarterly (Preventive Maintenance)</b> |                  |                   |                    |                   |  |  |  |  |  |
| <b>Task To Be Performed</b>               | <b>Quarter I</b> | <b>Quarter II</b> | <b>Quarter III</b> | <b>Quarter IV</b> |  |  |  |  |  |
| Inspect Fire Extinguishers                |                  |                   |                    |                   |  |  |  |  |  |
| Inspect HVAC and Change Filters           |                  |                   |                    |                   |  |  |  |  |  |
| Overall Facilities Inspection             |                  |                   |                    |                   |  |  |  |  |  |
| Make Lists of Items To Be Addressed       |                  |                   |                    |                   |  |  |  |  |  |

Semi-Annually/Annually

| <b>Health-Tech Institute of Memphis</b>                 |                    |  |               |  |
|---|--------------------|--|---------------|--|
| <b>Maintenance Schedule</b>                             |                    |  |               |  |
| <b>Semi-Annually-Annually (Vendor Maintenance)</b>      |                    |  |               |  |
| <b>Task To Be Performed</b>                             | <b>Semi-Annual</b> |  | <b>Annual</b> |  |
| Inspect Upgrade Fire Extinguishers                      |                    |  |               |  |
| Inspect and Provide Seasonal Maintenance on HVAC System |                    |  |               |  |
| Health Department Inspection                            |                    |  |               |  |
| Fire Department Inspection                              |                    |  |               |  |
| Staff Review of Facilities Maintenance                  |                    |  |               |  |