

**UA Local 290 Apprentice and Journeyman Training Institute**  
**Physical Resources Plan 2017-2020**

**I. Objectives:**

UA Local 290 Apprentice & Journeyman Training Institute 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 students to review.

**Physical Facilities**

The UA Local 290 AJTI main campus is located at 20220 SW Teton Ave Tualatin OR, 97062. The facility has 73,000 square feet which includes 30 classrooms, 2 computer labs and solder, braze, weld and thread shops, 2 offices, 4 restrooms, 250 seat lecture hall, conference room and a faculty and student lounge. We have 260 parking spaces, including 6 handicap spaces.

The UA Local 290 AJTI 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, and solder, braze, weld and thread shop, an office space, 2 restrooms, 80 seat lecture hall, and a student lounge. There are 30 parking spaces, including 2 handicap spaces.

The UA Local 290 AJTI Springfield, Oregon Instructional Service Center is located at 2861 Pierce Parkway, Springfield OR 97477. The facility has 32,400 square feet which includes 14 classrooms, 2 computer labs, and solder, braze, 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 AJTI White City, Oregon Instructional Service Center is located at 950 Industrial Circle, White City OR 97503. The facility has 8,750 square feet which includes 4 classrooms, a computer lab, and a solder, braze, 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 AJTI Salem, Oregon Instructional Service Center is located at 1810 Freeway Ct. Suite 110, Salem OR 97303. The facility has 8,000 square feet which includes 3 classrooms, a computer lab, and a solder, braze, weld, and thread shop, an office space, 2 restrooms, 50 seat lecture hall on this campus. There are 60 parking spaces, including 2 handicap spaces.

The UA Local 290 AJTI Eureka, California Instructional Service Center is located at 34 California St, Eureka CA 95501. The facility has 3,280 square feet of classrooms, a computer lab, a solder, braze, weld, and thread shop, an office space, 2 restrooms, 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, offices 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 space.		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
Schedule painting of classrooms and hallways as required.		Annually
Review all maintenance contracts and solicit new bids as necessary.		Annually

**PERSONNEL**

- A. UA Local 290 AJTI 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. AJTI 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. AJTI has employment policies and practices which provide for employee orientation, oversight, evaluation and personal development.
- F. AJTI enforces a written code of professional ethics for all employees.
- G. The AJTI provides security for all employee records. Employees may request access to their personnel file.
- H. The office also provides an area for advising students when necessary.

**EQUIPMENT & 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. AJTI maintains a host of training equipment, all tested, serviced and maintained as a part of the post-secondary educational programs. We do not typically 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. AJTI ensures all equipment is safe for student use, are constructed safely, and maintained to provide safe access and effective learning.
- C. AJTI 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, gas, 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 the 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 arise. The existing staff computers are backed up by an off-site server. Faculty, students and staff can access the network through passwords. 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
Office Equipment (computers, printers, scanners, etc.)		Annually
Instructor Room Equipment (printer, computer, etc.)		Annually

**RELEVANT STATE & FEDERAL LAWS, CODES & 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 structures, 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 handicapped. There is a wheelchair accessible entrance. Identifiable handicapped parking spaces have been established that meet ADA requirements. Free, on-site parking is provided for all faculty, employees, students, 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 systems.
- E. All equipment and supplies are purchased in accordance with 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 Students 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 [www.ua290.org](http://www.ua290.org) website.

**Plans for Improvement:**

Salem ISC

- a) Expand into the unused side of the building creating new plumbing and HVAC/R labs and classrooms
- b) Add additional video equipment for classrooms
- c) Add security system including remote locking system
- 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 and 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 ISC

- 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

### **III. Roles & Responsibilities:**

- a. Board of Trustees/Institutional Advisory Committee
  - i. Review safety reports and checklists.
  - ii. Review and revise plan as necessary.
- b. Director of Training
  - i. Direct safety inspections.
- c. Program Coordinators
  - i. Review and amend curriculum.
  - ii. Responsible for material requests.
  - iii. Provide routine inspections.
  - iv. Put in work orders to appropriate vendors as needed.
- d. Administrative Staff
  - i. Support academic, technological, and administrative tasks.
- e. Faculty
  - i. Review and amend curriculum.
  - ii. 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 AJTI has received new equipment, any accidents or injuries, etc. Should the committees determine any changes necessary, they will be addressed in a timely manner.