



NIU College

Operation & Maintenance Plan

Mission Statement: NIU College offers training to students that will enable them to achieve occupational and financial stability, career advancement and personal enrichment through reasonably priced, high quality career education in an environment that fosters excellence.

Vision Statement: The vision of NIU College is to be a leading provider of vocational education, with an emphasis on providing individuals from diverse backgrounds with an affordable education that leads to employment.



Table of Contents

Personnel for Maintenance of the Facilities:
Daily responsibilities of custodians:
Semi-annual or annual responsibilities of custodians:
Limitations and scope of custodial responsibilities:
Equipment and Supplies
Equipment for Facilities:
Supplies for Maintenance of Facility:
Relevant State Law
Applicable Federal Codes and Procedures
Evaluation & Revision

Personnel for Maintenance of the Facilities

Personnel (custodians) are assigned by the WarnerView Center Property Manager, Jay. There are no special allocation for schools that operate beyond the regular hours and operate on Saturdays.

Daily Responsibilities of Custodians:

- Assist with the maintenance of a high standard of cleanliness, efficiency and safety.
- Safe and proper use of custodial equipment and cleaning supplies.
- Follow security procedures for the proper opening and the safe closure of building(s).
- Perform cleaning tasks as assigned.
- Perform general maintenance duties.
- Report all safety hazards.
- Follow safety standards in performing work and report unsafe conditions.
- May be required to work after hours and/or weekends.
- Follow all NIU College policies, rules and regulations.
- Perform other duties as assigned.

Semi-annual or annual responsibilities of custodians:

- Clean carpeting (extraction cleaning)
- Detail clean classrooms

Limitations and scope of custodial responsibilities:

- Assist with deliveries and pickup
- Frequently setting up/rearrange the classrooms before and after events
- Evening classes and Saturday classes

Equipment and Supplies

Equipment for Facilities:

Maintenance equipment is requested through a purchase requisition. It must be approved by the Chief Administrator. An annual budget is set aside for these purchases, those funds are limited. Every attempt is made to keep all equipment effectively functioning for as long as possible before it is replaced. Due to financial limitations, equipment is repaired as much as is feasible before it is replaced

Supplies for Maintenance of Facility:

The supplies for cleaning, maintaining and improving the campus are necessary for maintaining a high level of cleanliness. These supplies are requested on an as needed basis. Some products are stored for later use while others are ordered when needed. All cleaning supplies ordered are approved by the Chief Administrator. An annual budget is set aside for purchasing these supplies.

Availability of the plan

The plan is available to personnel and students upon request.

Relevant State Law

California Code of Regulations, Title 5 that relates to school facilities construction. The following from Division 1, Chapter 13, Subchapter 1 apply:

Article 2. School Sites

§ 14010. Standards for School Site Selection: all districts shall select a school site that provides safety and that supports learning.

Article 4. Standards, Planning and Approval of School Facilities

§ 14030. Standards for Development of Plans for the Design and Construction of School Facilities: standards for new schools are for the use of all school districts for the purposes of educational appropriateness and promotion of school safety.

Further, all NIU College's facilities will be built and will follow California building code and Occupational Safety and Health Standards (OSHA).

The fire alarm is tested monthly using fire drills with the faculty, staff, and students participating in evacuations, dangerous weather movement, lockdowns, and other drills. Fire Extinguishers are inspected by the building's management team and are professionally refilled, recharged, or replaced in accordance with California law by a fire safety professional. NIU College has fire extinguishers to use when a replacement is needed.

Applicable Federal Codes and Procedures

The following list of code sections are deemed relevant to the normal operation and maintenance of physical facilities in California school districts and community colleges. The listed codes and standards are current at the time these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

National Fire Protection Association (NFPA)

- 1) 10 Portable Extinguishers
- 2) 11 Foam Ext. Systems
- 3) 12 Carbon Dioxide Systems
- 4) 13 Sprinkler Systems
- 5) 13A Sprinkler Maintenance
- 6) 13E Sprinkler Prop., F. D. Operations
- 7) 14 Standpipe, Hose Systems
- 8) 20 Centrifugal Fire Pumps
- 9) 24 Private Fire Service Mains
- 10) 30A Automotive and Marine Service Station Code
- 11) 31 Oil Burning Equipment
- 12) 37 Combustion Engines
- 13) 40 Motion Picture Film
- 14) 45 Labs Using Chemicals1
- 15) 46 Forest Products, Storage
- 16) 50 Bulk Oxygen Systems
- 17) 51 Welding and Cutting
- 18) 51B Welding Processes
- 19) 52 CNG Vehicular Fuel Systems
- 20) 54 National Fuel Gas Code
- 21) 56F Nonflammable Medical Gases
- 22) 56HM Home Respiratory Therapy
- 23) 58 LP-Gas Storage Use
- 24) 59 HP-Gas, Utility Plants
- 25) 59A LN-Gas, Storage, Handling
- 26) 70 National Electrical Code
- 27) 70B Electrical Equipment Maintenance
- 28) 70E Employee Electrical Safety

- 29) 71 Central Station Sig.
- 30) 72A Local Protect. System
- 31) 72B Auxiliary Sig. System
- 32) 72C Remote Station System
- 33) 72D Proprietary Stg. System
- 34) 72E Auto. Fire Detectors
- 35) 72F Emergency Voice/Alarm Comm. Systems
- 36) 75 Electronic Computer System
- 37) 78 Lightning Protection System
- 38) 79 Electrical Standards for Industrial Machinery
- 39) 80 Fire Doors, Windows
- 40) 85A Single Burner Boiler-Furnaces
- 41) 85B Gas Multi-burner Boiler
- 42) 85D Oil Multi-burner Boiler
- 43) 86 Ovens and Furnaces
- 44) 88A Parking Structures
- 45) 88B Repair Garages
- 46) 90A Air Conditioning Systems
- 47) 90B Warm Air Heating, Air Conditioning
- 48) 91 Blower and Exhaust System
- 49) 96 Vapor Removal Cooking Equipment
- 50) 97M Heating Terms, Glossary
- 51) 99 Health Care Facilities
- 52) 101 Life Safety Code
- 53) 110 Emergency and Standby Power System
- 54) 171 Public Fire Safety Symbols
- 55) 172 Fire Safety Symbols for Architectural and Engineering Drawings
- 56) 203M Roof Coverings
- 57) 204M Smoke, Heat Venting
- 58) 231C Rack Storage of Materials
- 59) 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
- 60) 253 Flooring Radiant Panel Test
- 61) 664 Wood Processing, Woodworking
- 62) 901 Uniform Coding for F. P.
- 63) 910 Libraries and Library Collections
- 64) 911 Museums and Museum Collection
- 65) Others as they may apply.

Standard Building Codes

- A. Standard Mechanical Code
- B. Standard Gas Code
- C. Elevator Safety Code

Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

Part 1910 – Occupational Safety and Health Standards

Subpart A – General

- 1910.1 Purpose and scope
- 1910.2 Definitions
- 1910.3 Amendments to this part 1
- 910.5 Applicability of standards

- Subpart B – Adoption and Extension of Established Federal Standards
 - 1910.11 Scope and purpose
 - 1910.12 Construction work
 - 1910.19 Special provisions for air contaminants
- Subpart D – Walking - Working Surfaces
 - 1910.19 Manually propelled mobile ladder stands and scaffolds
 - 1910.21 Definitions
 - 1910.22 General requirements
 - 1910.23 Guarding floor and wall openings
 - 1910.24 Fixed industrial stairs
 - 1910.25 Portable wooden ladders
- Subpart E – Means of Egress
 - 1910.35 Definitions
 - 1910.36 General requirements
 - 1910.37 Means of egress, general
 - 1910.38 Employee emergency plans and fire prevention plans
- Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
 - 1910.66 Powered platforms for building maintenance
 - 1910.67 Vehicle-mounted elevating and rotating work platforms
 - 1910.68 Manlifts
- Subpart G - Occupational Health and Environmental Control
 - 1910.94 Ventilation 1910.95 Occupational noise exposure
- Subpart H – Hazardous materials
 - 1910.101 Compressed gasses (general requirements)
 - 1910.102 Acetylene
 - 1910.103 Hydrogen
 - 1910.104 Oxygen
 - 1910.105 Nitrous oxide
 - 1910.106 Flammable and combustible liquids
 - 1910.107 Spray finishing using flammable and combustible materials
 - 1910.119 Process safety management of highly hazardous chemicals
 - 1910.120 Hazardous waste operations and emergency response
- Subpart I – Personal Protective Equipment
 - 1910.132 General requirements
 - 1910.133 Eye and face protection
 - 1910.134 Respiratory protection
 - 1910.135 Head protection
 - 1910.136 Foot protection
 - 1910.137 Electrical protective devices
 - 1910.138 Hand protection
- Subpart J – General Environmental Controls
 - 1910.141 Sanitation
 - 1910.144 Safety color code for marking physical hazards
 - 1910.145 Specifications for accident prevention signs and tags
 - 1910.146 Permit required confined spaces
- Subpart K - Medical and First Aid
 - 1910.151 Medical services and first aid
- Subpart L – Fire Protection
 - 1910.154 Scope, application and definitions
 - 1910.157 Portable fire extinguishers
 - 1910.158 Standpipe and hose systems

- 1910.159 Automatic sprinkler systems
- 1910.160 Fixed extinguishing systems, general
- 1910.161 Fixed extinguishing systems, dry chemical
- 1910.162 Fixed extinguishing systems, gaseous agent
- 1910.26 Portable metal ladders
- 1910.163 Fixed extinguishing systems, water spray and foam
- 1910.164 Fire detection systems
- 1910.165 Employee alarm systems
- Subpart M – Compressed Gas and Compressed Air Equipment
 - 1910.169 Air receivers
- Subpart N – Materials Handling and Storage
 - 1910.176 Handling material – general
 - 1910.177 Servicing multi-piece and single piece rim wheels
 - 1910.178 Powered industrial trucks
 - 1910.184 Slings
- Subpart O – Machinery and Machine Guarding
 - 1910.211 Definitions
 - 1910.212 General requirements for all machines
 - 1910.213 Woodworking machinery requirements
 - 1910.215 Abrasive wheel machinery
- Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment
 - 1910.241 Definitions
 - 1910.242 Hand and portable powered tools and equipment
 - 1910.243 Guarding of portable powered tools
 - 1910.244 Other portable powered tools and equipment
- Subpart Q – Welding, Cutting and Brazing
 - 1910.251 Definitions
 - 1910.252 General requirements
 - 1910.253 Oxygen-fuel gas welding and cutting
 - 1910.254 Arc welding and cutting
- Subpart S – Electrical
 - 1910.301 Introduction
 - 1910.302 Electric utilization systems
 - 1910.303 General requirements
 - 1910.304 Wiring design and protection
 - 1910.305 Wiring methods, components and equipment for general use
 - 1910.306 Specific purpose equipment installations
 - 1910.307 Hazardous locations
 - 1910.308 Special systems
 - 1910.331 Safety-related work practices – scope
 - 1910.332 Training
 - 1910.333 Selection and use of work practices
 - 1910.334 Use of equipment
 - 1910.335 Safeguards for personal protection
 - 1910.399 Definitions
- Subpart Z – Toxic and Hazardous Substances
 - 1910.1001 Air contaminants
 - 1910.1001 Asbestos
 - 1910.1020 Access to employee exposure and medical records
 - 1910.1030 Blood borne pathogens
 - 1910.1200 Hazard communication
 - 1910.1201 Retention of DOT markings, placards and labels

1910.1450 Occupational exposure to hazardous chemicals in laboratories

Part 1926 – Safety and Health Regulations for Construction

Subpart A - General

- 1926.1 Purpose and scope
- 1926.2 Variances from safety and health standards
- 1926.3 Inspections – right of entry
- 1926.4 Rules of practice for administrative adjudications for enforcement of safety and health standards

Subpart B – General Interpretations

- 1926.10 Scope of subpart
- 1926.16 Rules of construction

Subpart C – General Safety and Health Provisions

- 1926.20 General safety and health provisions
- 1926.21 Safety training and education
- 1926.22 Recording and reporting injuries
- 1926.23 First aid and medical attention
- 1926.24 Fire protection and prevention
- 1926.25 Housekeeping
- 1926.26 Illumination
- 1926.27 Sanitation
- 1926.28 Personal protective equipment
- 1926.29 Acceptable certifications
- 1926.32 Definitions
- 1926.33 Access to employee exposure and medical records
- 1926.34 Means of egress
- 1926.35 Employee emergency action plans

Subpart D - Occupational Health and Environmental Controls

- 1926.50 Medical services and first aid
- 1926.51 Sanitation
- 1926.52 Occupational noise exposure
- 1926.55 Gases, vapors, fumes, dusts and mists
- 1926.56 Illumination
- 1926.57 Ventilation
- 1926.59 Hazard communication
- 1926.61 Retention of DOT markings, placards and labels
- 1926.62 Lead
- 1926.64 Process safety management of highly hazardous chemicals
- 1926.65 Hazardous waste operations and emergency response
- 1926.66 Criteria for design and construction of spray booths

Subpart E – Personal Protective and Life Safety Equipment

- 1926.95 Criteria for personal protective equipment
- 1926.96 Occupational foot protection
- 1926.100 Head protection
- 1926.101 Hearing protection
- 1926.102 Eye and face protection
- 1926.103 Respiratory protection
- 1926.104 Safety belts, lifelines and lanyards
- 1926.105 Safety nets
- 1926.106 Working over or near water
- 1926.107 Definitions applicable to this subpart

Subpart F – Fire Protection and Prevention

- 1926.150 Fire protection
- 1926.151 Fire prevention
- 1926.152 Flammable and combustible liquids
- 1926.153 Liquefied petroleum gas (LP gas)
- 1926.154 Temporary heating devices
- 1926.155 Definitions applicable to this subpart
- 1926.156 Fixed extinguishing systems, general
- 1926.157 Fixed extinguishing systems, gaseous agent
- 1926.158 Fire detection systems
- 1926.159 Employee alarm systems

Subpart G – Signs, Signals and Barricades

- 1926.200 Accident prevention signs and tags
- 1926.201 Signaling
- 1926.202 Barricades
- 1926.203 Definitions applicable to this subpart.

Subpart H – Materials Handling, Storage, Use and Disposal

- 1926.250 General requirements for storage
- 1926.251 Rigging equipment for materials handling
- 1926.252 Disposal of waste materials

Subpart I – Tools – Hand and Power

- 1926.300 General requirements
- 1926.301 Hand tools
- 1926.302 Power operated hand tools
- 1926.303 Abrasive wheels and tools
- 1926.304 Woodworking tools
- 1926.305 Jacks – lever and ratchet, screw and hydraulic
- 1926.306 Air receivers
- 1926.307 Mechanical power-transmission apparatus

Subpart J – Welding and Cutting

- 1926.350 Gas welding and cutting
- 1926.351 Arc welding and cutting
- 1926.352 Fire prevention
- 1926.353 Ventilation and protection in welding, cutting, heating

Subpart K – Electrical

- 1926.400 Introduction
- 1926.402 Applicability
- 1926.403 General requirements
- 1926.404 Wiring design and protection
- 1926.405 Wiring methods, components and equipment for general use
- 1926.406 Specific purpose equipment and installations
- 1926.407 Hazardous (classified) locations
- 1926.408 Special systems
- 1926.416 General requirements
- 1926.417 Lockout and tagging of circuits
- 1926.431 Maintenance of equipment
- 1926.432 Environmental deterioration of equipment
- 1926.441 Battery locations and battery charging
- 1926.449 Definitions applicable to this subpart

Subpart L – Scaffolds

- 1926.450 Scope, application and definitions applicable to this subpart

- 1926.451 General requirements
- 1926.452 Additional requirements applicable to specific types of scaffolds
- 1926.453 Aerial lifts
- 1926.454 Training requirements
- Subpart M – Fall Protection
 - 1926.500 Scope, application, and definitions applicable to this subpart
 - 1926.501 Duty to have fall protection
 - 1926.502 Fall protection systems criteria and practices
 - 1926.503 Training requirements
- Subpart N – Cranes, Derricks, Hoists, Elevators and Conveyors
 - 1926.550 Cranes and derricks
 - 1926.552 Material hoists, personnel hoists and elevators
 - 1926.554 Overhead hoists
 - 1926.555 Conveyors
- Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations
 - 1926.600 Equipment
 - 1926.601 Motor vehicles
 - 1926.602 Material handling equipment
 - 1926.604 Site clearing
 - 1926.606 Definitions applicable to this subpart
- Subpart P – Excavations
 - 1926.650 Scope, application and definitions applicable to this subpart
 - 1926.651 Specific excavation requirements
 - 1926.652 Requirements for protective systems
- Subpart Q – Concrete and Masonry Construction
 - 1926.700 Scope, application and definitions applicable to this subpart
 - 1926.701 General requirements 1926.702 Requirements for equipment and tools
 - 1926.703 Requirements for cast-in-place concrete
 - 1926.704 Requirements for pre-cast concrete
 - 1926.706 requirements of masonry construction
- Subpart R – Steel Erection
 - 1926.750 Flooring requirements
 - 1926.751 Structural steel assembly
 - 1926.752 Bolting, riveting, fitting-up and plumbing-up
 - 1926.753 Safety nets
- Subpart T – Demolition
 - 1926.850 Preparatory operations
 - 1926.851 Stairs, passageways and ladders
 - 1926.852 Chutes
 - 1926.853 Removal of materials through floor openings
 - 1926.854 Removal of walls, masonry sections and chimneys
 - 1926.855 Manual removal of floors
 - 1926.856 Removal of walls, floors and material with equipment
 - 1926.857 Storage
 - 1926.858 Removal of steel construction
 - 1926.859 Mechanical demolition
- Subpart V – Power Transmission and Distribution
 - 1926.950 General requirements
 - 1926.951 Tools and protective equipment
 - 1926.952 Mechanical equipment
 - 1926.953 Materials handling

- 1926.954 Grounding for protection of employees
- 1926.955 Overhead lines
- 1926.956 Underground lines
- 1926.957 Construction in energized substations
- 1926.959 Lineman's body belts, safety straps and lanyards
- 1926.960 Definitions applicable to this subpart
- Subpart X – Stairways and Ladders
 - 1926.1050 Scope, application and definitions applicable to this subpart
 - 1926.1051 General requirements
 - 1926.1052 Stairways
 - 1926.1053 Ladders
 - 1926.1060 Training requirements
- Subpart Z – Toxic and Hazardous Substances
 - 1926.1101 Asbestos
 - 1926.1102 Coal tar pitch volatiles; interpretation of term
 - 1926.1103 13 Carcinogens

Evaluation & Revision

NIU 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 Chief Administrator.