

The Florida Department of Education and the state's public school districts and community colleges consider well-maintained and efficiently-operated school facilities as a major contributor to the quality of public education throughout the state. The annual use of public funds for this purpose, which exceeded \$1,582,000,000 in the 1998 – 1999 school year, represents the ongoing level of commitment the state is making to ensure that school and community college facilities fully support the academic missions of their respective institutions and serve the broad educational needs of Florida residents. With record numbers of students enrolled in Florida's school system and community colleges, and constant changes in the ways in which educational facilities are built and used, the functional condition of these facilities plays a critical role in helping to realize educational objectives at the local, regional, and state levels.

The purpose of this manual is to provide an update of acceptable and effective maintenance and operations management practices and current standards for educational facilities. It is also intended to provide a comprehensive framework for delivering beneficial and cost-effective services at each school and community college. This manual will provide school district and community college administrators with a set of clearly defined, yet flexible guidelines that are intended to complement sound facilities management practices already in use and offer new ones where necessary.

The scope of this manual has been defined by the evolving nature of educational facilities. As best it can, it attempts to address the widely varying circumstances that exist at schools and community colleges throughout the state with regard to size and age of facilities, maintenance and operations organizational structures, management programs, standardized procedures, regulatory issues, etc.

Although the manual is broad in scope, it may not address all of the issues administrators may be currently experiencing, or may encounter in the future. With input from around the state, every effort has been made to include issues that pertain to a majority of school districts and community colleges.

## Goals and Objectives

- Provide guidelines, recommendations, and standards for maintenance and operations managers in charge of public school and community college facilities throughout the state of Florida.
- Provide a definitive, yet flexible organizational and administrative structure for maintenance and operations of educational facilities.
- \* Provide maintenance and operations structures capable of dealing with challenges and problems of new technologies in building construction, materials, and equipment.
- Provide organizational structures with the ability to deal effectively with multifaceted and diverse problems that pertain to the maintenance and operations of educational facilities.
- Provide maintenance and operation structures capable of formulating strategies to effectively and efficiently deal with changing state and federal environmental regulations.
- Provide administrative structures capable of handling day-to-day maintenance and operations tasks common to all maintenance and operations directors, coordinators, and supervisors.
- Provide insights into the legal, technical, and environmental requirements that affect the funding and service required for maintenance and operations at educational facilities.