

FORT MYERS TECHNICAL COLLEGE
OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES PLAN
2025

Adequacy of and Improvements to Physical Facilities

Fort Myers Technical College (FMTC) and the Southwest Florida Public Service Academy (SWFPSA) are under the umbrella of the School District of Lee County, Florida. The school district follows a 5-year Capital Improvement Plan that outlines the plans to improve existing facilities and technical infrastructure and build new facilities outfitted with the latest technology based on district needs and community demand.

Budget Available for Facility Maintenance and Improvement

Fort Myers Technical College leans heavily on the Perkins V Grant sponsored by the State of Florida Career and Technical Education Department to supplement the school district's plans for maintaining and improving our technical infrastructure. In the past three years we have purchased new welding machines, new electronic trainers for Automotive Service Technology, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R), Electricity, Electronic Technology, and Mechatronics Technology.

The health science programs have utilized Career and Professional Education (CAPE) funding to maintain their Simulation Lab and purchase new SIM dolls and monitoring equipment to improve the skills of our Practical Nursing, Medical Assisting, and Nursing Assistant (Articulated) students.

Funds for general facility maintenance and improvements are allocated in the Fort Myers Technical College yearly budget based on the State of Florida's Workforce Development Information System (WDIS) funding. In the 2024-2025 school year, FMTC and SWFPSA also added an Equipment and Facility Usage Fee to the tuition and fees students pay for programs. This fee will support the general maintenance and improvements to physical facilities.

FMTC Personnel

Operation and Maintenance of the Physical Facility:

Director:	John Roszell
Building Supervisor:	Thomas Fletcher
Sites Worker:	Quillie Jones
Head Custodian:	Greg Hogan
	Orlando Dejesus Alvarez, Alejandro Morales, Yei Sua, Lirian

Espinosa Salgado

Technical Infrastructure:

Director: John Roszell

Technical Support Specialist: Nikolai Sanchez

Distance Education:

Associate Director: Katie Scoville

Technology Specialist: Nikolai Sanchez

Distance Ed. Instructors: Donna Jolly, William Sandifer

Financial Needs:

Director: John Roszell

Bookkeeper: Natalie Donigan

Senior Admin. Assistant: Denisse Figueroa

SWFPSA Personnel

Operation and Maintenance of the Physical Facility:

Director: Todd Everly

Building Supervisor: Daniel Sanchez Figueredo

Head Custodian/Sites Worker: Keith Kelly

Custodians: Martha Chavez, Jamie Ramos, Loida Valdes

Technical Infrastructure:

Director: Todd Everly

Technical Support Specialist: Jorge Corral

Financial Needs:

Director: Todd Everly

Bookkeeper: Jessica Sturino

Senior Admin. Assistant: Rosa Henshaw

The custodial staff is the foundation for maintaining a safe and operational campus. The Director works with the Building Supervisor to develop a work schedule to maintain each building and the exterior areas of the campus.

FMTC Custodial and Maintenance Staff Schedule:

Employee Name	Title	Assignment	Work Days	Schedule
Thomas Fletcher	Building Supervisor	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Quillie Jones	Sites Worker	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Gregory Hogan	Head Custodian	Bldg: H, J	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Orlando De Jesus	Custodian	Bldg: C, D, J	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Alejandro Morales	Custodian	Bldg: G, J, L	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Yei Sua	Custodian	Bldg: G, F, J	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.
Lirian Espinosa Salgado	Custodian	Bldg. A, B, G, J	Monday-Thursday Friday	12:00 p.m.-8:00 p.m. 9:00 a.m.-5:00 p.m.

SWFPSA Custodian and Maintenance Staff Schedule:

Employee Name	Title	Assignment	Work Days	Schedule
Daniel Figueredo	Building Supervisor	All Campus	Monday-Friday	6:00 a.m.-2:00 p.m.
Keith Kelly	Head Custodian/ Sites Worker	All Campus	Monday-Friday	1:30 p.m.-9:30 p.m.
Jaime Ramos	Custodian	Bldg: 1, 2, 3, 4, 10, 11	Monday-Friday	11:00 a.m.-7:00 p.m.
Martha Chavez	Custodian	Bldg: 1, 2, 5, 7, 8, 12	Monday-Friday	1:30 p.m.-9:30 p.m.
Loida Valdes	Custodian	Bldg: 1, 2, 5, 6, 9, 13	Monday-Friday	1:30 p.m.-9:30 p.m.

Equipment and Supplies

The general care of classroom and laboratory equipment is the responsibility of each instructor. Requests for repairs to technology equipment are made by accessing the School District of Lee County (SDLC) [Help Website](#)

and completing a Help Request Ticket. Repair requests for non- technology equipment are emailed to the building supervisor and copied to the director.

Purchases of new or replacement equipment and supplies at FMTC are made using the [FMTC Requisition Google Form](#) which is available in the Bookkeeping folder in the FMTC Shared Google Drive. All requisitions are reviewed by the Senior Administrative Assistant and submitted to the Director for approval.

Each lead instructor at the SWFPSA can go directly to the Bookkeeper for everyday supplies needed for their programs. Any classroom and/or laboratory equipment needed that are not of everyday use must be approved by the Director. All requisitions are reviewed by the Senior Administrative Assistant and Bookkeeper and then submitted to the Director for final approval.

The acquisition or disposal of property with a value of a least \$5,000 must be reported using a Report of Acquisition or Disposition of Property form, MIS 048. These forms, as well as program inventory lists are maintained by the Technology Specialist. Completed forms requesting the disposal of property should be forwarded to the Technical Support Specialist in order to obtain District approval for disposition of property. This must be done before equipment can be removed from the District inventory and disposed of. In an effort to support continuous instruction, requests for emergency purchases must be made directly to the Director so that replacement can be completed in the least possible amount of time.

The Technical Support Specialist is responsible for:

- Reviewing and investigating help request tickets.
- Completing repairs initiated through the help request system and arranging technology repairs from an outside source when needed.
- Reimaging, replacing, and/or refreshing campus technology in compliance with the School District's Technology Refresh Plan.

The Instructor is responsible for:

- Maintaining classroom/laboratory equipment.
- Submitting a help request when repairs/assistance with technology equipment is needed.
- Emailing the building supervisor when repairs/assistance with non-technology equipment is needed.
- Completing and submitting a Requisition for Purchases Form to purchase needed equipment.
- Completing a Report of Acquisition or Disposition of Property Form and submitting it to the Technology Specialist when property with a value of at least \$5,000 is acquired or needs to be disposed of.

The Director is responsible for:

- Reviewing and approving/disapproving equipment requisitions.
- Reviewing, processing and storing submitted MIS 048 forms.

The Bookkeeper is responsible for:

- Processing approved equipment orders.

Relevant State Law and Federal Codes and Procedures

As a state of Florida public education facility, FMTC is required to comply with State Requirements for Educational Facilities (SREF), which is chapter 6A-2 of the Florida Administrative Code. The School District of Lee County, Florida's Safety and Security Office performs this comprehensive SREF inspection annually and identifies any needed corrections. Copies of these inspections are maintained in the administration office and posted to the FMTC website under Consumer Information. Items inspected include ventilation, emergency lighting, exit lights, storage rooms, and fire extinguishers.

While the entire campus is inspected annually under the SREF process, the State of Florida Department of Health also inspects the Professional Culinary Arts & Hospitality program's kitchen. Health Department reports are maintained by the individual program instructors and posted to the FMTC website under Consumer Information.

Annual Evaluation of Plan

This plan is evaluated annually at an administrative team meeting and revised as necessary. Suggested changes are documented, and the updated plan is posted in the FMTC Shared Google Drive and the FMTC website.