TrinityGlobal
INSTITUTE

Facilities Operation and Maintenance Plan

2026-2027

TRINITY GLOBAL INSTITUTE

5035 Edgewater Drive,
Orlando FL 32810

Mission Statement

The mission of Trinity Global Institute is to provide high-quality, student-centered health care education that promotes lifelong learning and prepares competent health care professionals to improve health outcomes of the local and global community.

Purpose of the Plan

The purpose of this Facilities Operation and Maintenance Plan is to establish a structured and proactive approach to maintaining and improving the physical facilities of Trinity Global Institute (TGI). The plan ensures that the school's physical environment supports

high-quality occupational education and remains in compliance with all relevant federal, state, and local laws and standards.

Objectives of the Plan

- Ensure the adequacy, safety, and functionality of all physical facilities
- Maintain a clean and accessible learning environment conducive to instruction
- Allocate sufficient resources to sustain maintenance and improvements
- Comply with all applicable federal, state, and local regulations
- Monitor and maintain non-instructional equipment and supplies
- Conduct annual evaluations of facilities conditions and respond to identified needs

Responsible Person

The Campus Operations Manager is responsible for implementing and monitoring this plan. This includes coordinating maintenance activities, overseeing compliance, managing equipment and supply inventories, and submitting an annual facilities evaluation to the Vice President.

Adequacy of and Improvements to Physical Facilities

Facility adequacy is evaluated through regular walkthroughs, maintenance logs, and surveys of students and staff. The campus Operations Manager addresses all requests for repair, supplies and equipment, and custodial services. Any structural, accessibility, or instructional barriers identified are prioritized for correction. Proposed facility improvements and purchases are submitted electronically. The administrative team reviews the request within three days; once the request is approved, they process the order expeditiously.

Budget Available for Facility Maintenance and Improvement

Trinity Global Institute allocates funds annually for facilities operations and improvements. The budget includes line items for preventive maintenance, repairs, utility services, vendor contracts, equipment replacement, and minor renovations. The Vice President reviews and adjusts the facilities budget each fiscal year based on anticipated needs and past expenditures.

Personnel

The Campus Operations Manager oversees and coordinates with external contractors for maintenance and repairs. TGI does not have internal facilities staff, and all work is performed by contractors.

Non-Instructional Equipment and Supplies

TGI maintains a regularly updated inventory of non-instructional equipment and supplies including custodial tools, office furniture, breakroom appliances, and safety signage. The Campus Operations Manager tracks supply usage and submits restock requests to the Vice President. Damaged or outdated items are replaced as needed to ensure facility standards are met.

Compliance with Relevant State Laws, Federal Codes, and Procedures

The Campus Operations Manager ensures that the institution remains in compliance with applicable codes including ADA accessibility, fire and life safety regulations, building codes, OSHA safety standards, and local health department guidelines. Required inspections and licenses are tracked using a compliance calendar and records are retained for audit, licensure and accreditation review purposes.

Annual Evaluation of the Plan

The TGI Facilities Operation and Maintenance Plan is evaluated annually by the institution's faculty, staff and administrators at the designated faculty and staff meeting. The administration collects feedback during the meeting in order to make revisions if necessary. The plan is made available to staff and students in the reception area, in the administrators' office, and on the school website.

2