



Facilities Improvement Plan

The Facilities Improvement Plan consists of a plan for Physical Facilities and Technical infrastructure.

The NAA maintenance staff is responsible for ensuring that the campus is safe from defects, interior and exterior hazards, and unsafe ground conditions that may expose the students, staff, faculty, or visitors to danger or harm. Should a hazardous or unsanitary condition arise, the Vice President of Facilities will assess the situation and create a plan to correct it as quickly and efficiently as possible.

Precautions are set in place to maintain a safe environment until the work order is complete.

Physical Facilities

The overall objective is to maintain the physical facilities safely and attractively to ensure an environment conducive to learning. In addition, the facilities department is tasked with catering to the needs of students, faculty, staff, and visitors to assure prompt service when requested.

Renovation and Improvement

- Conduct daily inspections of the Main Schoolhouse.
- Conduct weekly inspections of the 147 Hangar.
- Maintain and adjust thermostats that control all HVAC units as needed.
- Manage outside vendors (cleaning company, vending machine operator, landscapers, HVAC provider, solid waste removal, electrical and plumbing)
- Conduct scheduled preventative maintenance on HVAC (bi-monthly), restroom fixtures and filters (monthly), lighting and lighting Fixtures (weekly), locks and doors (quarterly), walls (quarterly), furniture (every five weeks), and all other fixed assets as required.
- Paint and patch as required.
- Manage and complete in-house projects (construction, relocation, expansion, and reallocation).
- Provide support for Off-Site file management.
- Provide support for leased copier products.
- Provide support for any physical distribution.
- Communicate with the property owner and coordinate all appropriate repairs and maintenance.
- Maintain readiness to assist employees and students regarding other projects and needs as required.
- The facilities staff will speak with new students during the first week of their schooling to assure they are aware of the services provided by the facilities department.
- The facilities department has an open-door policy to take requests and provide on-demand services to meet the needs of students, faculty, staff, and visitors. When out of the office, requests can be made to the operations staff/front desk personnel, and the message will promptly be relayed to the facilities staff.



Technical Infrastructure

VISION STATEMENT

- National Aviation Academy's Information Technology department will be recognized as a high-performance and dynamic team providing technological excellence that identifies and supports future educational needs and requirements of our students and staff. Strives to facilitate communications, promoting student engagement, transforms data into information while protecting and safeguarding student and institutional information in alignment with NAA's missions and goals.

INFORMATION TECHNOLOGY SERVICES MISSION STATEMENT

Information Technology Services provides secure, reliable, and integrated technology solutions aligned with educational and administrative goals while delivering excellence in customer service.

In support of this mission, we will:

- Understand the information technology needs of management, staff, faculty, and students.
- Provide leadership and planning for the effective and strategic use of emerging technologies to increase productivity and efficiencies in the classroom and across departments.
- Demonstrate technical and operational excellence through a commitment to professionalism and continuous improvement.

Evaluation of Plan

The Facilities Improvement Plan is reviewed and evaluated annually by the NAA community and is posted on the NAA.edu website and the internal SharePoint drive.

