

Division: Administrative Services

Department: Facilities and Operations

Director or Chair: Tim Flood

Program Description: The Campus Facilities and Operations office plans, develops, organizes and supervises the workload of the Manager of Campus Projects, Operations, Grounds, Custodial, Operations, and Maintenance staff. Prioritizes and coordinates maintenance, alterations and improvements to existing facilities and new capital outlay projects. Provides basic drafting and specs for small alterations and capital outlay projects. Ensure college compliance with health and safety practices and procedures, ADA regulations and OSHA safety procedures.

Activities

Activity #1:

Support Prop R and college projects by providing necessary facilities expertise during planning, design and construction phases.

Benefits:

A better integrated, efficient, standardized, building infrastructure.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 5, 5.3

Activity #2:

Continue coordination and implementation of 5-year classroom renovation and Scheduled Maintenance schedule

Benefits:

Better facilitate the educational requirements of the departments and college while improving the learning environment.

Requirements:

Curriculum Development?	N
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Equipment?	Y
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 5, 5.3

Activity #3:

Participate in training and educational opportunities and schedule these opportunities for departments through in-services and seminars.

Benefits:

Quicker repair and maintenance services due to a better informed and trained department. A better informed, safety conscious department, whose employees are aware and up to date on current maintenance practices, requirements and safety procedures.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 4, 4.2

Activity #4:

Keep Faculty, and staff informed about construction, renovations and maintenance projects through facilities and construction e-mail updates, and campus presentations.

Benefits:

A safer work environment through a more informed and alert faculty and staff.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 5, 5.3

Activity #5:

Submit to the Classified Staffing committee a request for an additional maintenance worker and two additional custodial staff to facilitate quicker repair time and service newly constructed facilities which add additional space/square footage such as the Science Lab Building, and all of the infrastructure related to the new buildings and upgraded building systems.

Benefits:

Quicker repair times, and a longer service life from facilities building systems. The ability to continue to serve the college at the present level without making cuts or sacrificing service to the college

Requirements:

Curriculum Development? N

Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	Y
Staff Development?	N

Goals and Objectives: 3, 3.4

Additional Planning Activities

6. Continue to assist in compiling college standards and requirements
 7. Replace old equipment, electric carts, and old maintenance truck
 8. Relocate existing storage containers by the 200 buildings to custodian offices.
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Accomplishments

Accomplishment #1:

Provided staff in-service training and educational opportunities to staff including: HVAC and Boiler Maintenance, energy conservation, herbicide and insecticide application training, Grounds Maintenance training, Safety Training and equipment use classes, and EMS systems training.

Goals and Objectives: 4, 4.2

Accomplishment #2:

Assisted in the compilation of building systems and product standards, and proprietary items for new building construction.

Goals and Objectives: 5, 5.2

Accomplishment #3:

Assisted in the compilation and review of the Parking Structure, and Digital Arts/Sculpture Building, Life Safety Road, Secondary Effects Trailers, Student Services Complex, Central Chiller Plant blue prints and specifications.

Goals and Objectives: 5, 5.3

Accomplishment #4:

Coordinated and scheduled the interior painting of 300 South, 200 Speech, CTC 1, CTC 2, 100 Building classrooms.

Goals and Objectives: 0, 0

Accomplishment #5:

Coordinated and scheduled renovations and upgrades in rooms 356, 376, 530, 531, 532, 533, and 534, which included interior painting and replaced carpet replacement, and whiteboard replacement.

Goals and Objectives: 5, 5.3

Accomplishment #6:

Demolished wall between 534 & 535A, to turn these rooms into a single large CSIS computer lab.

Goals and Objectives: 3, 3.2

Accomplishment #7:

Designed, provided specifications and coordinated the installation of new HVAC units on District Offices North Print Bursting Room and I.S. Server Room.

Goals and Objectives: 5, 5.6

Accomplishment #8:

Provided specifications and coordinated the 300 South, 200 West, and 200 North Buildings roofing projects.

Goals and Objectives: 5, 5.2

Accomplishment #9:

Designed, scheduled and coordinated the conversion of Room 120 (former Assessment Office) into the International Student Counseling Office. Paint, replaced carpet and installed new interior door.

Goals and Objectives: 3, 3.2

Accomplishment 10:

Coordinated monthly staff safety meetings and trainings for all Facilities and Operations departments.

Goals and Objectives: 5, 5.6

Additional Accomplishments:

11. Assisted in the plan review, specification and replacement of the 200 West building and 300 South Building air handler units and boiler upgrades.
12. Designed and coordinated the remodel of CTC1 and CTC2 into large expanded lecture rooms.
13. Assisted in the coordination and development of the Performance Theater Final Project Proposal (FPP), and the 200 and 300 Complex Renovation and 400 Building Renovation projects Initial Project Proposals (IPP).
14. Designed and coordinated the new District Planning and Research offices by remodeling 600A-9, 600A12 and a small lobby area
15. Scheduled and coordinated the replacement of whiteboards and tack boards in 32 rooms
16. Designed and coordinated the remodeled of 590E, 590O, 590Q, 590R, 590S, 590T, 382A, 382B, 517A, 517B, 518A, 518B offices
17. Assisted in the site survey to locate and record all utility lines on campus, and recording the information on blue prints.
18. Designed and coordinated the installation of a new exterior door through CMU wall on East side of 300 North Building to allow for more than 49 students in room.
19. Designed and coordinated the installation of new glass entry doors to the District Offices North Building.
20. Designed and coordinated the construction of the new District Foundation office in District Offices South Building.
21. Replaced t-bar ceiling and tiles, installed new lighting, skylights, insulation, light sensors and switches in rooms 523, 524, 525, 530, 531, 532, 533, 534.