

Division: Administrative Services

Department: Maintenance Services

Director or Chair: Tim Flood

Program Description: The Grossmont College Maintenance Department provides a broad spectrum of construction and repair service support for the entire college community including: plumbing, plastering, HVAC, carpentry, mechanical, locksmith, concrete, painting, building maintenance and safety repairs.

Activities

Activity #1:

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

Benefits:

A better integrated, efficient, standardized, building infrastructure. Reduction of change orders and construction costs due to inclusion of department information and requirements

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 #2:

Continue the 5-year classroom renovation schedule, so that the maintenance and painting, etc., is done at a minimum of every five years.

Benefits:

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

Requirements:

Curriculum Development?	N
Equipment?	Y

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

Goals and Objectives: 5, 5.2

Activity #3:

Participate in training and educational opportunities through in-services and vendor sponsored events such as: HVAC, DDC controls, energy savings devices, safety, and other maintenance related topics.

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, 4.3

Activity #4:

Remodel offices and classrooms as identified by the Facilities Committee and Director of Campus Facilities, Operations and Maintenance.

Benefits:

A more uniform, aesthetically pleasing, environment friendly college campus. A safer work and educational environment for staff and students. Assists the college to reduce expenditures by utilizing in house expertise to perform minor remodel projects.

Requirements:

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

Staffing – Faculty? N
Staff Development? N

Goals and Objectives: 5, 5.3

Activity #5:

Identify maintenance needs and hire additional maintenance staff to facilitate quicker repair time and service newly constructed facilities such as the 55,000 sq. ft. LRC Building, the Science Lab Building, and all of the infrastructure related to these new buildings. Make requests for additional maintenance supplies and equipment as needed.

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? Y
Staffing – Faculty? N
Staff Development? N

Goals and Objectives: 3, 3.4

Additional Planning Activities

- 6) Hire Maintenance Supervisor
 - 7) Replace old equipment and electric carts
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Accomplishments

Accomplishment #1:

Staff attended in-services and educational opportunities including: HVAC and Boiler Maintenance, single ply roof repair in-service, Safety Training and equipment use classes and EMS systems training.

Goals and Objectives: 4, 4.3

Accomplishment #2:

Assisted in the compilation of building systems and product standards for new building construction projects.

Goals and Objectives: 5, 5.6

Accomplishment #3:

Assisted in the compilation and review of the proposed Parking Structure project, and Digital Arts/Sculpture Building project blue prints and specifications

Goals and Objectives: 5, 5.3

Accomplishment #4:

Painted interiors of all 300 South, 200 Speech, and 100 Building classrooms.

Goals and Objectives: 5, 5.6

Accomplishment #5:

Painted classrooms and replaced whiteboards, student desks and carpet in Rooms 356, 376. Demolished wall between 534 & 535A, to turn rooms 533, and 534 into a large CSIS computer lab. Painted and replaced carpet and whiteboards in all CSIS rooms 530, 531, 532, 533, and 534.

Goals and Objectives: 5, 5.6

Accomplishment #6:

Remodeled 590E, 590O, 590Q, 590R, 590S, 590T, 382A, 382B, 517A, 517B, 518A, 518B Offices

Goals and Objectives: 0, 0

Accomplishment #7:

Created new District Planning and Research offices by remodeling 600A-9, 600A12 and a small lobby area into new offices, as directed by the Chancellor.

Goals and Objectives: 6, 6.6

Accomplishment #8:

Converted and remodeled Room 120 (former Assessment Office) into the International Student Counseling Office. Painted, replaced carpet, installed new interior door.

Goals and Objectives: 5, 5.4

Accomplishment #9:

Assisted in the site survey to locate and record all utility lines on campus.

Goals and Objectives: 5, 5.4

Accomplishment 10:

Remodeled Rooms CTC1 and CTC2 into large expanded lecture rooms, which converted former computer labs into new instruction space.

Goals and Objectives: 3, 3.2

Additional Accomplishments:

- 11) Built new District Foundation office in District Offices South Building and coordinate move.
- 12) Replaced all HVAC filters on campus.
- 13) Repaired and performed preventative maintenance on all campus back flow devices.
- 14) Continued monthly safety meetings and trainings
- 15) Assisted in the plan review and replacement of the 200 West building and 300 South Building Air Handler Units and upgrades.
- 16) Created new District Repaired Photo Sinks and added an additional sink to improve safety of program