



Facility Services **Administrative Services**

Vision/Narrative

The Facilities Services Organization provides services to the entire Gavilan facility and its two satellite locations. Facilities can be divided into three integral parts: internal maintenance, contracted outside vendor services, and capital construction or major modernization projects. The internal Facilities Maintenance Services work in the following three main areas: Maintenance, Custodial, and Grounds-keeping. The internal Maintenance Organization consists of four Groundskeepers, six full-time Custodians, one 0.5 time Custodian, one 0.375 time custodian, one Lead Custodian, one Facilities Maintenance Worker, one Maintenance Leadsperson, and one Director of Facilities Services.

The contracted services or outside vendors are hired on an as-need basis. These vendors receive plans, job specifications and directives from the Director of Facilities instructing them to perform special job duties and modifications to the facilities. Some of the duties performed by outside vendors include; golf course/sports field maintenance/groundskeeping, pest control, preventative maintenance of specialized equipment, installation of specialized equipment, major repairs to equipment/systems, specialized building tasks which licensing may be required. The Architectural firm for the Gavilan site modernization projects is IBI Group Architecture Planning and an associated project management firm for the capital outlay projects. The firms work together to perform the major long range site modernization projects as specified in the Gavilan Community College Bond Facilities Master Plan. All construction work performance falls under the scrutiny and auspices of the Director of Facilities Services.

The mission of the Gavilan College Facilities Services organization is, "to provide a clean, safe, and healthy learning environment for students, staff, and members of the community." Facilities Services continually endeavour to create and maintain "a beautiful park like setting" by working on landscaping, grounds maintenance, custodial service, well maintained outside environment and classrooms. This level of assistance provided by Facilities Services will help achieve our mission to supply a clean, safe, and healthy facility for everyone. Facilities Services does add substantial value to Gavilan College and embraces the importance of having a successful learning environment for our students, staff, and community members.

Feedback from Supervisor / Dean



Program Objective 1: Add new Custodian position to improve the quality and level of cleanliness throughout the entire campus.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: A 4.0 hour 12 month per year employee has been added in order to accomodate the additional work load located at the Morgan Hill site.

RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Hire a new 0.5 to 1.0 custodial position

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	100%	\$ 32596.00	General Fund / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 2: Upgrade the remaining campus buildings HVAC Controls to new Johnson WEB Based digital Controls.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: The exploration of a WEB Based; non-proprietary Energy Management System (EMS) is currently being explored to interface with our existing system for the remaining buildings not yet upgraded.

RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Replace Obsolete HVAC Controls

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Material and Labor to Install New HVAC Controls;TH,SC	\$ 400000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 400000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 3: Repair the Asphalt Concrete on the campus Loop Road.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Various isolated areas of asphalt are being repaired under the current construction for the water system. Many other repairs are necessary in order to maintain the integrity of the main campus access road and the parking lots.
RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Repair to Loop Road Asphalt

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Chip and Seal - re=stripe	\$ 300000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 300000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 4: Upgrade Existing Fire/Life-Safety Notification System in Seven Buildings; Theater, Library, Student Center, Gymnasium, Adaptive Physical Education, Child Development Center, and Health Occupations, buildings.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

No: The current Fire notification system is deficient and needs to be replaced. The current system in the non-modernized buildings is not up to code with the California State Fire Marshalls Office. The non-compliance issue involves the existing system for the seven buildings which is not monitored by a 24 hour dispatcher but which is required the NFPA code and Cal Fire. The existing system is antiquated and may be upgraded to the same equipment installed in the the modernized buildings. The seven buildings needing alarms are: Theater, Library, Student Center, Gymnasium, Adaptive Physical Education, Child Development Center, Health Occupations Building.

Progress:

Closed: The Theater, Student Center/Admin, and the Library are being upgraded beginning on October 19, 2015 with Scheduled Maintenance funding. The Gym, CDC, and HOB buildings will be carried over to future projects..
RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: To upgrade the existing fire notification system for seven buildings.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
New code-compliant fire notification system for 4 buildings	\$ 550000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 550000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		



President's Council		
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Program Objective 5: Add a Maintenance Worker II position to: 1) Improve the response time for work orders; 2) Be better equipped to perform varying types of work; and 3) Reduce the amount outside vendor expenses.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: As stated previously, Facilities continues to hire an outside contractor to perform the HVAC work. A worker with HVAC experience would save considerable time and funding in the general fund. Further, the additional sites i.e. the aviation program at the San Martin Airport and the Coyote Valley sites will place a heavier demand for the existing two Facilities Maintenance Workers.

RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Hire a new Facilities Maintenance Worker II.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	100%	\$ 48381.00	General Fund / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 6: Connect non-modernized buildings to the centralized energy management system to operate HVAC systems more efficiently.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Connect non-modernized buildings to centralized energy management system.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Connect to centralized Energy Management System	\$ 628000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 628000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 7: Install variable frequency drives on select air handling units

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Several vendor have been queried for information.
RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Install variable frequency drives on select air handling units

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Install variable frequency drives on select air handling units	\$ 62000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 62000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 8: Install a 807 kW Photovoltaic System

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Install a 807 kW Photovoltaic System

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Install a 807 kW Photovoltaic System	\$ 3066600.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 3066600.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 9: Replace 7 existing steel tube boilers on campus with more energy efficient, low cost, low maintenance heat for the buildings and facilities that comply with the current BAAQMD emission standards for nitrous Oxide (NOX) 2016.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Each of the three boiler rooms on campus have two boilers which provide building heat for the following buildings:

- 1) Business Building, Cosmetology, Social Science, Theater, Art, Music, and Humanities.
- 2) Life Science, Math, Physical Science, Library, Student Center, Admin
- 3) Gymnasium, Adapted Physical Education, Pool.

One boiler in the Business building requires retubing at a cost of \$50,000.00

One boiler in the Gymnasium requires rebricking at a cost of \$25,000.00

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Replace Boilers

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Install 7 new energy efficient boilers	\$ 1000000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 1000000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		



President's Council		
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Program Objective 10: Install daylighting controls for the Student Center lighting.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Install daylighting controls for the Student Center lighting.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Install daylighting controls for the Student Center lighting.	\$ 5667.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 5667.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 11: Install high efficiency LED Interior lighting

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: LED Lighting tube were installed in the Theater main seating area in May 2015.
RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Install high efficiency LED Interior lighting

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Install high efficiency LED Interior lighting	\$ 350000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 350000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 12: Replace the footbridge handrails, ballisters, and footpath spanning from Sycamore Lane to the Gymnasium across the Loop Road the pathway from Main Campus to the gymnasium will be safe for all students, staff, and visitors.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

IEC Program Review:

No: This is an existing condition on the campus but new to the IEC. It is covered under safety and preventative maintenance. This objective also supports the Mission of Gavilan College.

Progress:

Closed: Some minor repairs have been made by internal maintenance personnel to the base of the bridge. However safety issues still need to be adressed and replacement of the ballisters and handrails need to be performed. This activity that requires funding.

RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Repair Footbridge

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Replace Footbridge	\$ 80000.00	Categorical / One-Time
<i>Total Requested</i>	<i>\$ 80000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 13: Replace all existing underground hot water boiler supply and return lines.

Strategy and Goal(s):

Strategy #3: Improve and expand existing facilities to enhance the learning environment.

Goal #3: Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements. Landscaping changes should include conversion of grass lawns to more sustainable and less water-consuming California native landscaping.

IEC Program Review:

No: This piping has been in existence since 1967. The boilers are on a closed loop system and treated regularly with a chemical in order to insure no calcium build-up in the boiler tubes. The system has experienced a steady loss of treated water due to leaks. The make-up water is untreated and laden with minerals which build up in the boiler tubing thus causing serious damage and leaks to them. Repairs are quite costly.

Progress:

Closed: RESUBMITTED: See Academic Year 2016-17 Program Plan

Activity 1: Replace existing underground hot water supply and return piping for campus heating systems.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Replace underground boiler piping	\$ 27000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 27000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		