



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 2015-16

IEC Program Review:

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

Progress:

Closed: An 8.0 hour 12 month per year employee is authorized to be added in order to accomodate the additional work load located at the Coyote Valley site. A

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Hire a new 1.0 custodial position

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	100%	\$ 33913.00	General Fund / On-Going

Non-Personnel Request - *none*

Rankings:

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



Program Objective 2: Repair the Asphalt Concrete and slurry Seal on the campus Loop Road.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

No: The asphalt on the Loop road was partially replaced during the water system upgrade. Much of the A/C is worn thin and ruts/potholes are expanding.. Further, parking lots are showing signs of wear and display alligator patterns. These patterns promote water intrusion and potholing.

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 2017-18 Program Plan

Activity 1: Repair to Loop Road Asphalt

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Repair and replace asphalt	\$ 250.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 250.00</i>	

Rankings:

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



Program Objective 3: 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 2015-16

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 place a heavier demand for the existing two Facilities Maintenance Workers.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Hire a new Facilities Maintenance Worker II.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Faculty	1	100%	\$ 50335.00	General Fund / On-Going

Non-Personnel Request - *none*

Rankings:

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



Program Objective 4: Install variable frequency drives on select air handling units

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

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

Progress:

Closed: Several vendor have been queried for information. VFDs require new pumps for older systems Chillers will distribute water in a more economical manner.

RESUBMITTED: See Academic Year 2017-18 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 Campus Chillers	\$ 75000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 75000.00</i>	

Rankings:

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



Program Objective 5: 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 2015-16

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 exsisting ballisters, handrails, and deckboards need to be performed.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Repair Footbridge

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Repair footbridge	\$ 25000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 25000.00</i>	

Rankings:

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



Program Objective 6: Replace all existing underground hot water boiler supply and return lines.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

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: The boiler piping has not yet been replaced yet continues to leak in certain areas This situation will continue to worsen over the years.

RESUBMITTED: See Academic Year 2017-18 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 boiler piping	\$ 500000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 500000.00</i>	

Rankings:

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



Program Objective 7: Install high efficiency LED Interior lighting

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

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. Interior LED lights are installed in the Music room 101 and in the newly constructed area in the CDC building. Several exterior lights have been replace with Proposition 39 dollars, and Maintenance has replaced various lights with LEDs but many more lights need to be replaced/repared.

RESUBMITTED: See Academic Year 2017-18 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 interior LED Lighting	\$ 250000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 250000.00</i>	

Rankings:

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



Program Objective 8: Replace existing Freon in air conditioning systems with new EPA compliant Freon.

Strategy and Goal(s):

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

IEC Program Review:

No: This objective is based on the new regulatory requirements for Freon. The existing cooling system employs Freon R22, which no longer meets the Environmental Protection Agency's specifications for refrigerants containing chlorofluorocarbons (CFC). This requires some equipment modification.

Progress:

Closed: The addition of R22 Freon in the existing chiller units costs the district \$200.00 per gallon. A 60 ton chiller may require up to or 10 gallons to recharge.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Research existing equipment requiring change and solicit bids to update the equipment

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Update freon from R22 to R410 in A/C units	\$ 250000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 250000.00</i>	

Rankings:

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Dean		
Vice-President		
Budget Committee		
President's Council		



Program Objective 9: 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 2015-16

IEC Program Review:

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

Progress:

Closed: A centralized "Non Proprietary Data System" needs to be acquired. This system must be able to communicate with our existing BACNET system.

RESUBMITTED: See Academic Year 2017-18 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
Upgrade Building Management System	\$ 500000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 500000.00</i>	

Rankings:

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



Program Objective 10: Add a Gropundskeeper in order to perform additional duties for the Coyote Valley Site

Strategy and Goal(s):

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

Goal #1: Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

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IEC Program Review:

No: Additional requirements exist for the new Avaition Program and the Coyote Valley Site. The Coyote Valley Site will require a 6 hr/day 12 month employee and Avaition 1.5 to 2 hours per day including travel time just to maintain the campuses.

Progress:

Closed: This is a new request

RESUBMITTED: See Academic Year 2017-18 Program Plan

Rankings:

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



Program Objective 11: Manager of Maintenance and Operations

Strategy and Goal(s):

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

Goal #1: Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

Strategy #6: Foster a campus culture of engagement and excellence through improved communication, coordination, collaboration, and participation.

Goal #1: Improve communication processes among all stakeholders to increase awareness about planning activities, resource allocations, and significant factors affecting the college.

IEC Program Review:

No: increased facilities projects and need for a division of the workload between Facilities Upgrades and Maintenance and Operations. the Facilities projects include:

Water System Upgrade (ongoing); Student Center Seismic Upgrade; STEM Meadow Restoration; Pool Renovation; Gymnasium Fields upgrade; Gym Reroof; Gym Fire Alarm; Coyote Valley; Modulars; Low voltage; Offsite. We are now discussing additional projects i.e. Solar power panels in Parking Lots and Charging Stations for electric Vehicles. A M&O Manager would better deal with the Day to Day ongoing issues that require immediate attention, thus allowing the Facilities Director to focus on major renovations.

Progress:

Closed: This is a new request.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Add an M&O Manager

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

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