

SCHEDULED MAINTENANCE AND SPECIAL REPAIR PROGRAM

General Description

District facilities have reached an age where provisions must be made for scheduled maintenance and special repair projects which will protect and keep the physical plants functional or will alter them for new functions. "Facility" means any plant, building, structure, ground facility, utility system, or real property. Scheduled maintenance projects are those involving repairs or replacements to retain facilities for their original use and involve routine, recurring and usual work for the preservation, protection and keeping of a facility for its intended purpose in a safe, efficient and continually usable condition. Special repair projects include Remodeling or alterations which are not required to continue the usability of a facility for its original use, or which otherwise alters or ~~to~~ changes the use of a facility.

The objective of the District's scheduled maintenance and special repairs program is to provide for:

1. health and safety of those using the properties;
2. protection of the properties;
3. continued use of the properties;
4. attractiveness of the properties; and
5. remodeling or alteration of the properties for new functions or purposes.

To provide for a systematic maintenance program and special repairs program, the Chief Facilities Planner and college business officers are responsible for planning and budgeting for scheduled maintenance and special repairs. General (minor and preventive) maintenance will be the responsibility of the college Buildings and Grounds Managers and is under their budgetary control. Developing initial scopes of work and estimates for scheduled maintenance and special repair projects will also be the responsibility of the Building and Grounds Managers.

Legally Required Projects

All written notices requiring remodeling or construction due to legal requirements of federal, state, and/or local officials received by each college will be forwarded to the Chief Facilities Planner. These projects will take priority over previously approved scheduled maintenance and special repair projects and may cause some of those projects to be deferred.

Implementation

The scheduled maintenance and special repair plan will be implemented in accordance with the following planning cycle:

1. Each year, the Building and Grounds Managers will prepare a listing of potential five-year scheduled maintenance and special repair projects based on facility and system conditions and life expectancy guidelines in consultation with college business officers and Presidents. This list will be forwarded to the Chief Facilities Planner.
2. Each year, the college Buildings and Grounds Managers will also inspect their respective facilities and recommend moving items to a different year - earlier or later - as necessary based on actual conditions and report those conditions to the Chief Facilities Planner. They will also need to designate which projects the college wants funded in the next fiscal year.
3. The Chief Facilities Planner will consult with the college Business Officers to recommend the Districtwide priority of work to be done and develop a five-year project and budget plan for scheduled maintenance and special repairs based on the inspection reports and other inspections of the facilities

as deemed necessary. Once recommendations are developed by the Chief Facilities Planner, the priorities will be submitted to the Chief Administrative Services Officer for review and approval to submit to the Chancellor's Cabinet for its review, discussion and approval. The Chief Facilities Planner will then submit the five-year plan to the State Chancellor's Office for final approval in accordance with Title 5 regulations.

4. Each year, the Chief Facilities Planner will oversee preparation of plans and specifications for approved projects in consultation with consultants and the college Buildings and Grounds Managers, bid the project, and award the contract. Upon award, the Facilities Planning Department and the college Buildings and Grounds Managers will be responsible for day-to-day supervision of the project.

All projects will be required to meet state Field Act guidelines relative to construction of public buildings. Additionally, sound architectural and aesthetic values will be adhered to in all cases to maintain the integrity of the exterior architecture schemes at each campus location. Any project which contemplates adding additional square footage, regardless of cost, will be reviewed by the Chief Facilities Planner for architectural integrity and impact on campus capacity/load ratios. Final approval to construct the project must be obtained from the College President and the Chief Administrative Services Officer.

Scheduled Maintenance Projects

Projects which will be included in the scheduled maintenance program are as follows:

Buildings

1. Floor coverings
2. Painting
 - a. Complete interiors
 - b. Complete exterior walls and exterior elements with sun exposure, including repair/replacement of wood siding where necessary
3. Roofs
 - a. Major repairs and entire replacement
4. Mechanical systems
 - a. Fixed plumbing, septic, steam, air, water, fire and heating and cooling systems
5. Electrical systems
 - a. Fixed secondary electrical wiring and equipment
 - b. Specialized secondary equipment and transformers

Site

1. Parking lots and roads
 - a. Provide waterproof sealing and restriping
 - b. Resurfacing and repair of entire roads and parking lots
2. Sport surfaces
 - a. Provide waterproof sealing and restriping
 - b. Resurfacing
3. Site utilities
 - a. Repair and/or replacement of underground gas and water pipes, valves, conduits, primary electrical conductor and associated equipment, and primary/secondary transformers
4. Ground improvements
 - a. Earthquake repair
 - b. Slide prevention or repair
 - c. Erosion controls

Scheduled Maintenance Schedules

Maintenance scheduling is not fully predictable. Maintenance personnel must depend on records, regular inspections and experience to develop the local schedules.

The following suggested life expectancies should be appropriate provided the facilities are maintained in accordance with generally accepted preventive maintenance standards. They are intended to serve as a general guide to plan the maintenance schedule.

<u>Item</u>	<u>Suggested Replacement Periods</u>
Buildings	
Boilers, chiller, cooling tower,	15-20 years
Mechanical HVAC system components	10-15 years
Plumbing and fixtures	20-25 years
Roofs	10-25 years
Vinyl floor covering	15-20 years
Carpet floor covering	10 years
Wood floor covering	15-20 years
Concrete floor covering	40 years
Quarry tile floor covering	20 years
Fire alarm systems	10-15 years
Electrical systems components	15-20 years
Wood siding/trim	15-20 years
Site	
Paved sport surfaces	5-10 years
Perimeter fencing	15-20 years
Campus signage	10-15 years
Underground utilities components	10-20 years
Primary electrical components	10-20 years
Artificial-playing field	10 years
Stadium wooden bleachers	8-12 years
Stadium running tracks	10-15 years
Swimming pool components (filters, tanks, etc.)	10-15 years
Tree maintenance	5-10 years

Other maintenance projects which need to be completed regularly will be scheduled on the following basis. The frequencies may be adjusted based on actual conditions which will be influenced by location in the County and/or other usage.

<u>Item</u>	<u>Suggested Maintenance Frequency</u>
Buildings	
Exterior painting	10-15 years
Interior painting	5-15 years
Site	
Asphalt paved surfaces	5-10 years
Crack fill/sealing/stripping	10-15 years
Grind and overlay	10-15 years
Full depth replacement	15-25 years

Special Repair Projects

Special repair projects include discretionary building and site remodeling and alterations. Remodeling and alterations include substantial betterment to a building. Examples include removing or adding interior walls, changing entrance ways, windows, and reconfiguration of HVAC systems. Site improvement projects include improvements to new and old sites and adjacent ways. Examples include changes to grounds, curbs, grading, retaining walls, sidewalks, storm drain systems, landscaping, fixed athletic apparatus, flagpoles, decks, exterior lighting, storage sheds and signage.

Special Repair Schedules

There are no recommended schedules for special repairs because these projects are dependent upon program or functional changes as drivers for implementation.

Budget Allocation

It is in the interest of the District to ensure that facilities are repaired and maintained on a timely basis in order to provide for the safe utilization of these facilities. It is the District’s intention to maximize the use of state scheduled maintenance and special repair funds by providing the full match required by the California Community Colleges State Funded Grants for Physical Plant projects. In addition, and in order to protect the capital investment that facilities and infrastructure represent, the District will annually establish a minimum funding level for scheduled maintenance and special repair projects. Scheduled maintenance is defined as maintenance that is unusual, nonrecurring work to restore a facility to a safe and continually usable condition for which it was intended.

Annual Scheduled Maintenance Budgets

At a minimum, each college and the District Office shall budget for projects in the scheduled maintenance area within the Capital Projects fund, an amount not less than 0.20 percent of the site’s prior year plant replacement value (PRV), as calculated in the California Community Colleges Facility Utilization Space Inventory Option Net (FUSION) database. In order to allow for long-range budget planning and development, the schedule below has been established to increase scheduled maintenance budgets from the \$300,000 Districtwide minimum (\$100,000 per college) as of the 2013-14 fiscal year to the minimum .20 percent PRV as reflected in the schedule.

Budget at Each College, and at District Office beginning in 2014-15

Fiscal Year	Budget as Percent of PRV	Amount
2013-14	Not applicable	\$100,000
2014-15	0.10%	Not applicable
2015-16	0.11%	Not applicable
2016-17	0.12%	Not applicable
2017-18	0.13%	Not applicable
2018-19	0.14%	Not applicable
2019-20	0.15%	Not applicable
2020-21	0.16%	Not applicable
2021-22	0.17%	Not applicable
2022-23	0.18%	Not applicable
2023-24	0.19%	Not applicable
2024-25	0.20%	Not applicable

The following guidelines apply to the allocation of funding.

1. The scheduled maintenance project budget allocations may be made from any source of funding available for use on facilities maintenance projects.

2. When provided, the state-funded grant will supplement, not supplant, the required minimum Districtwide budget allocations.
3. In years when there is no state-funded grant, each college and the District Office shall budget at least the minimum amount established by this procedure.
4. In each year a state-funded grant is provided, the Districtwide state-funded grant will be allocated according to the colleges' and the District Office's relative PRV in the FUSION database.
5. In years when a state-funded grant requires a match which is less than the Districtwide minimum, the total budget allocation at each college and the District Office will be the minimum plus the share of the state grant.
6. In years when a state-funded grant requires a match which exceeds the minimum, each college and the District Office will fully fund the match required to obtain all available state funding.
7. Maintenance for revenue-generating areas such as parking lots, stadiums, or bookstores may not be funded by state scheduled maintenance funds, and shall be funded from the program revenues, or other designated facilities funds, to the extent that funds are required and available.
8. College Business Officers and the Chancellor's Cabinet will review annual budget allocations for scheduled maintenance to ensure that sufficient funding is provided to meet annual scheduled maintenance needs. If a college cannot meet the minimum funding level for a given year, a request will need to be made to Chancellor's Cabinet for approval to a budget a lesser amount.
9. In years when the District's apportionment funding is flat, or decreasing, each college can request Cabinet approval to keep the budget year scheduled maintenance funding the same as the current year. This action would not reduce the requirement to return to the required funding level per the schedule above when apportionment funding is increased.
10. The funding for projects which are incomplete in the fiscal year in which the project was initially funded shall roll over until the project is complete. Roll over funds for incomplete projects do not count towards subsequent year minimum budgets.
11. One-time funding from campus reserves may be placed in a restricted capital reserve account in the scheduled maintenance area within the Capital Projects fund, and can be used to fund projects in future years in order to meet the annual minimum budget requirement.

Special Repairs Budgets

Special repair projects do not receive a specific allocation by policy or procedure. Individual special repair projects which exceed \$250,000 must be incorporated into the District's Five-Year Capital Construction Program process and cannot use money from the scheduled maintenance minimum budget.

Ongoing Maintenance Allocation

In accordance with Education Code Section 84660, in order to ensure the District is eligible for state scheduled maintenance funds, the District will ensure that at least 0.5 percent of the District operating budget is budgeted and expensed for ongoing maintenance in the general operating fund 651XXX activity codes. Ongoing maintenance is defined as routine, recurring, and usual work for the preservation or protection of a facility for the use for which it was intended.

Emergency Funding

Emergency projects will be evaluated by the Chief Facilities Planner and college business officers. The Chief Facilities Planner will assess the problem and recommend a solution and provide approximate costs to the Chancellor and the Chief Administrative Services Officer, for approval. In the event an emergency requires immediate action to procure equipment, services, or supplies without giving notice for bids to let contracts, the Chief Administrative Services Officer will follow the reporting requirements found in Public Contract Code, Section 22050, for governing bodies that have delegated authority to make a finding that the emergency will not permit a delay for bidding.

Consultants

If architectural or engineering consulting services are required, prior approval must be obtained from the Chief Facilities Planner.

Scheduled Maintenance Project Annual Timeline

- 8/01 Building and Grounds managers prepare lists of proposed projects for funding in the next fiscal year and update their five-year scheduled maintenance plan.

- 9/15 College Business Officers obtain college approval of the annual projects and the five-year scheduled maintenance plan required by the state Chancellor's Office, and forward their lists to the Chief Facilities Planner.

- 10/15 Chief Facilities Planner recommends priorities for review and approval by the Chancellor's Cabinet.

- 11/15 Chief Facilities Planner submits approved plans to the state Chancellor's Office for funding consideration.