

**PERFORMANCE OF PUBLIC PROJECTS BY MAINTENANCE STAFF
(FORCE ACCOUNT)**

Due to Public Contract Code and Division of the State Architect restrictions and regulations, prior approval must be secured from the Chief Facilities Planner before any public project is performed by maintenance staff (force account). However, until the District establishes policies and procedures for cost accounting that are in compliance with the California Uniform Construction Cost Accounting Commission Cost Accounting Policies and Procedures Manual, public projects may not be authorized using force account.

1. **Definition**

Per Public Contract Code Section 22002, "public project" means any of the following:

- a. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; or
- b. painting or repainting of any publicly owned, leased, or operated facility.

"Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

- a. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes;
- b. minor repainting;
- c. resurfacing of streets and highways at less than one inch; and
- d. landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

2. **Force Account Limitation**

Public Contract Code Section 22032 allows public projects of forty-five thousand dollars (\$45,000) or less to be performed by force account.

3. **Requests for Public Projects to be Performed by Force Account**

Requests for services for public projects shall be forwarded to the District on project initiation forms or other such forms containing substantially equivalent information. The request shall contain a complete description of the work to be done, drawings where applicable, and an estimate of the cost of labor, materials from stock and outside services and supplies required. Separate requests shall be submitted for each job.

4. **Approved Projects**

The original copy of the request will be returned to the Buildings and Grounds manager. This copy will show the job order number or project number which has been assigned to the work and the budgetary appropriation to which the cost of the completed project will be charged. Approved requisitions for the construction of equipment estimated to cost more than \$5,000 per item, will also be stamped with the "ASSET NO. ____" stamp to enable the receiving clerk to record the asset number to be assigned to the item.

5. **Requisitions for Materials or Services**

The job order number or project number assigned must be shown on all requisitions submitted for material or services ordered to complete the job. The job order number or project number is used in lieu of the general ledger number. Materials for **one job only** shall be ordered on a requisition.

6. **Record of Force Account Labor and Materials**

The Buildings and Grounds manager will keep a record, on the Force Account Material Report, of the amount, description and cost of materials used for each job for materials sourced **from the college stock**. Outside materials or services requisitioned and purchased specifically for a job will be accounted for by the Accounting Department and are **not** to be recorded on the Force Account Material Report.

Force account labor expended on approved jobs shall be reported on the Force Account Labor Report. The job order number or project number and the hours expended thereon must be shown for all persons assigned to the project. The accumulated time for estimation, layout, and supervision for each project shall also be reported also on the report, which is to be submitted to the Accounting Department on the date the project is completed.

7. **Job Completion Procedure**

When the job has been completed, the Buildings and Grounds manager shall enter the date of completion in the space provided on the request form and attach the force account materials and labor reports. Completed job orders for the construction of equipment, as identified by the 'ASSET NO. ____' stamp on the order, shall be given to the receiving clerk who will complete the asset number identification and forward the job order to the Accounting Department. All other job orders shall be forwarded directly to the Accounting Department by the Buildings and Grounds manager upon completion of the work.