TASK FORCE FINDINGS, FINAL REPORT
FACILITIES PLANNING & CONSTRUCTION DEPARTMENT
FALL 2008

TASK FORCE MEMBERS

Chair: David Cabeceiras, Director of Facilities Planning & Construction - District
Carl Schweibinz, Academic Technology Manager - District
Joe Tisdale, Construction Technology Faculty – Dale Mabry Campus
Adrienne Garcia, Director of HCC Foundation – District
Maridru Clark, Director of Management Information Systems – District
David Wildes, Director of Facilities – Manatee Community College
TABLE OF CONTENTS

I. Introduction 3
II. Description of Unit 4
III. Unit Planning Objectives 5
   a) 2007-2009
IV. Task Force Findings:
   a) Unit Strengths 9
   b) Weaknesses, and Recommendations for Improvement
V. Distribution List of Final Report 15
VI. List of Appendices 16
   Appendix A: Organizational Charts: 17
      1) Hillsborough Community College
      2) Brevard Community College
      3) Seminole Community College
      4) St. Petersburg College
   Appendix B: Website Addresses 21
   Appendix C: Faculty and Staff Satisfaction Survey, 2005 (Excerpt) 22
   Appendix D: Student Satisfaction Survey, 2007 (Excerpt) 23
   Appendix E: Room and Space Utilization Report Winter/Spring 2007-2008 24
   Appendix F: Facilities Operation and Maintenance Manual 27
   Appendix G: Project Final W/MBE Close Out Status Report 28
   Appendix H: Educational Facility Construction Program Standards 29
I. INTRODUCTION

Hillsborough Community College (HCC) engages in a review of academic, academic support and administrative areas for the following purposes:

1. To complement the institution’s strategic planning process requiring the internal development of unit plans with an external perspective in the review of those plans and the quality of programs and services.

2. Respond to intrinsic motivations for continuous improvement with a focus on the enhancement of institutional effectiveness and efficiency; student learning outcomes, and client satisfaction.

3. To respond to state mandates and accreditation requirements of the Southern Association of Colleges and Schools calling for a systematic review of all programs and services.

A review is conducted by a Task Force composed primarily of individuals outside the unit under review. All reviews will be completed in a five-year cycle. The chair of the Task Force will be a fulltime employee of the unit under review.

The charge of the Task Force is to identify strengths and weaknesses of the unit as guided by the empirical evidence. From the list of strengths and weaknesses, the Task Force is to develop recommendations for improvement to capitalize on strengths and address weaknesses. The work of the Task Force is to be completed within a fall or spring semester culminating in a final report.

Subsequently, two brief follow-up reports will be completed. The first follow-up report is due in the semester following the review and the second follow-up is due at the conclusion of Fall 2009. Each report consists of a listing of the final recommendations with a few statements indicating the status of their achievement.

Recommendations not achieved within a year may become unit planning objectives to ensure a continued focus on their attainment. Objectives that stem from review recommendations should be indicated as such in the Strategic Planning System of the College.
II. UNIT DESCRIPTION

The Facilities Planning & Construction Department plans, coordinates and manages all district-wide activities, functions and services required for the renovation, remodeling and new construction of facilities for Hillsborough Community College. The department is also responsible for maintaining the existing facility inventory database and provides accurate facility space inventory to the Division of Community Colleges.

Every five years, the Facilities Planning & Construction Department conducts a comprehensive Educational Plant Survey to identify facility renovation, remodeling and new construction requirements to house student enrollment as well as faculty and staff. Annually, the department prepares the Capital Improvement Plan (CIP) for submittal to the Division for inclusion in the State Legislative Public Capital Outlay (PECO) appropriations process.
III. UNIT PLANNING OBJECTIVES

a) 2007-2009

Facilities Construction/Planning 2007-09

Unit Mission: Plans and coordinates the district-wide activities, functions and services to ensure quality plans and construction, remodel and renovation of College facilities

Planning Facilitator(s): David Cabeceras

Unit Planning Process:
The Facilities Planning and Construction Department plans in conjunction with the biennial planning process. The Director and staff are involved in the development of the department level objectives that support the overall College goals as determined by the Cabinet and Board of Trustees (BOT). The accomplishment of department objectives is reviewed during the annual performance appraisal process.

External Trends:

<table>
<thead>
<tr>
<th>Trend or Event</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising Construction Costs</td>
<td>Given the length of construction planning cycles at the State, and locally, we must consider construction costs that are rising at rates higher than the rate of inflation, into our planning.</td>
</tr>
</tbody>
</table>

Constituent Needs:
Each individual campus has varying needs for new construction, remodeling and renovation projects based upon their projected changes in FTE, composition of educational programs, future planning, existing facility uses and condition. An Educational Plant Survey process is used to align current facilities and utilization with future planned educational needs. Constituents need to understand the basics of how this process works and the necessity for their proactive involvement in the programmatic process for identifying future facility needs.

Unit Objective: Develop and institute a college-wide uniform facilities work request system that will serve to schedule needed maintenance and repair requests as well as identify remodeling and renovation needs.

Objective Type: Information/Com. Technology Facilities Diversity
Target date: 7/1/2009 Position responsible: Operations Manager

Does this objective originate from a program review recommendation?

This unit objective supports achievement of the following:

College Goal: 4. Provide the necessary human, financial, physical, and technological resources to ensure a high quality learning environment and an efficient organization.

Strategic Initiative: Not Applicable.

Total cost to achieve this objective: $5,000 Cost exceeds unit base budget:

Monday, August 25, 2008
**Unit Objective:** Increase the staff level to provide a higher level of facilities project management, contract preparation, requisition and purchase order processing and higher level of customer response to requests for services.

Objective Type: Information/Comm. Technology Facilities Diversity

Target date: 7/1/2009 Position responsible: Director of Facilities Planning & Construction

Does this objective originate from a program review recommendation?

**This unit objective supports achievement of the following:**

College Goal: 4. Provide the necessary human, financial, physical, and technological resources to ensure a high quality learning environment and an efficient organization.

Strategic Initiative: Not Applicable.

**Total cost to achieve this objective:** $121,000  
**Cost exceeds unit base budget:**

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Professional development</th>
<th>Capital costs</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time salaries</td>
<td>$75,000</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Part-time salaries</td>
<td>$20,000</td>
<td>$12,000</td>
<td></td>
</tr>
<tr>
<td>Hourly salaries</td>
<td>$0</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Contract salaries</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe costs: Financial resources will be needed for salaries, office equipment, materials, as well as professional development and training.

**Strategies:**

Develop position classifications and budget for positions.

**Expected Outcomes/Success Criteria:**

- Improve the timeline and capabilities for processing requisitions and purchase orders.
- Improve level and timely responses to requests for key services.
- Provide staff to be able to prepare as well as keep department contracts up to date with current information.

**Means of Assessment:**

- Current process is time consuming due to involvement of unnecessary external steps beyond department control. Measure current and improved response time.
- Currently one employee responds to the request of all four campuses with no available backup during absences creating backlogs and delays in services. Measure current and improved response time to campus requests for services.
- The department is not staffed to prepare its own contracts but does out of necessity and is unable to keep current on latest editions of contracts used. Assess Facilities Planning & Construction Dept staff's satisfaction with workload, support systems.

**Results of Assessment:**

Monday, August 25, 2008
2007-09 College Goals and Strategic Initiatives

Goal 1. Advance student success through a focus on the achievement of learning outcomes for all students with the active involvement of all employees.

Strategic Initiatives
A. Increase the college preparatory course completion rate in reading to the state average (CSF, B-5).
B. Increase the retention rate of students enrolled in degree programs to exceed the state average (CSF, B-4).
C. Improve student learning outcomes in Gateway courses (QEP, 49).
D. Increase the Associate of Arts graduation rate to the state average (CSF, A-4).

Goal 2. Foster partnerships with the local and global communities to position the College as a premier educational institution for college transfer, career workforce and economic development, lifelong learning, and community initiatives.

Goal 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

Strategic Initiatives
A. Reexamine the complete array of program offerings to ensure they are responsive to community need and workforce demands (CSF, A-4).
B. Expand opportunities for electronic access to instructional and student service delivery in user-friendly, web-based applications (CSF, B-2).

Goal 4. Provide the necessary human, financial, physical, and technological resources to ensure a high quality learning environment and an efficient organization.

Strategic Initiatives
A. Successfully launch the new South Shore Center.
B. Leverage technology to streamline administrative processes and reduce the percentage of budgeted expenditures for overhead functions (FCCS Cost Analysis).

Goal 5. Promote an institutional culture that values the individual; fosters diversity; and encourages professional development, action, creativity, and risk taking.

Strategic Initiative
A. Encourage hiring practices that will result in a faculty that is more reflective of the student body profile and the citizenry of Hillsborough County (CSF, C-3).

Goal 6. Continuously improve programs and services through a systematic and ongoing process of strategic planning, assessment, and review in which a “culture of evidence” guides our direction.

Approved by the Board of Trustees, August 30, 2006
IV. Task Force Findings

a. Strengths:

1. Hillsborough Community College’s existing buildings are built to a high standard. The College has made a strong commitment to improve the overall environmental quality of its buildings by incorporating sustainable and high performance construction principles such as the *United States Green Building Council (USGBC)*, *LEED (Leadership in Energy and Environmental Design)* standards in all recent and future renovation, remodeling and new construction projects. The recently completed first building at the SouthShore Center incorporated these principles and is anticipated to attain a minimum of a Silver LEED certification.

   *Source: Educational Facility Construction Program Standards (Appendix H)*

2. Hillsborough Community College has instituted a college-wide policy to equip all classrooms with 21st Century Classroom technology equipment based on results from research conducted by the 21st Century Classroom Committee. Classrooms are enhanced with advanced technology teaching tools; instructor stations equipped with a computer, DVD, video, and ELMO with controls, all connected to a projector.

   *Source: Educational Facility Construction Program Standards (Appendix H)*

3. The Facilities Planning & Construction Office seems to be organized and functioning well; the unit has an excellent understanding of the state educational plant survey requirements and master planning process for capital projects. It also has a well established construction and renovation project planning process. The department developed a preventative maintenance plan for use by campus facilities physical plant staff. The unit has developed an informative website with up to date project information.

   *Sources:  Educational Plant Survey (Appendix B); Facilities Operations & Maintenance Manual (Appendix F)*

4. The unit has overseen the planning and construction of several new buildings in the past few years. The selection process for architects, engineers and construction firms seems to be objective and fair, based on pre-qualifying firms, evaluating experience, ranking and spreading the work to various firms. Working with the Purchasing Department, the Facilities Planning and Construction Department has successfully
implemented the Women, Minority Business W/MBE program into their renovation, remodeling and new construction projects.

Sources: College Capital Improvement Plan (CIP) (Appendix B); Project Final W/MBE Close-Out Status Report (Appendix G)

5. The unit does a very good job of reviewing and analyzing room and space utilization reports generated by the State and provide constructive feedback to campus administration for improving their utilization of classrooms and laboratories. The space utilization rate for classrooms and laboratories is above average for Florida Community Colleges; classroom and laboratory utilization rates for Winter/Spring Term 07/08 were room utilization 90.67 % for classrooms and 80.46 % for laboratories and space utilization 110.94% for classrooms and 96.82% for laboratories.

Sources: College Facilities Inventory Database; (Appendix B); FCO DB Space Utilization Report Winter/Spring Term 07/08 (Appendix B and Appendix E)

6. The department does a good job of maintaining and updating the College’s Facilities and Room Inventory Data Base; facilities data for locations (sites), buildings and rooms are coded in Datatel and are mapped to the data elements for reporting on the State Facilities Capital Outlay Database (FCO DB).

Sources: College Facilities Inventory Database; Datatel forms LCRG (Location Regions), LOCN Locations, BLDG (Buildings) and RMSM (Rooms); State FCO DB Reports Spring Term 07/08 (Datatel CORE: Facilities Database Screens) (Appendix B)
b. Weaknesses and Recommendations for Improvement

1. Site conditions at the campuses are deteriorating; cracked concrete in courtyard areas, courtyard surface areas become extremely slippery due to water ponding when it rains; few hose bibs are located around campuses. Conditions in the Dale Mabry campus Technology Building are substandard; fixtures in some restrooms are in need of repair, sanitary drains are poor and undersized, air conditioning is inefficient making room temperatures uncomfortably cold in several areas; exterior and interior finishes are old and faded. The 2005 Faculty and Staff Satisfaction Survey shows a combined total of 69.3 % of respondents as being very satisfied or satisfied with Facilities & Maintenance; the 2007 shows a combined total of 73.3% for the same two categories.

Source: 2005 Faculty and Staff Satisfaction Survey (Appendix C) and 2007 Student Satisfaction Surveys (Appendix D)

Recommendation 1: Facilities Managers and supervisors should institute a more proactive approach in identifying and addressing maintenance requirements. Campus Facilities need to appoint a facility review team to conduct quarterly facility and site condition assessments of their campus to identify un-reported maintenance requirements and develop a maintenance project priority list to be incorporated into their maintenance schedule. Major items outside of Campus capabilities or those that are impacted by renovation or remodeling need to be reported to District Facilities Planning and Construction for resolution.

Note: The Dale Mabry Technology building is scheduled for a major renovation and remodeling project; initial increment of funding for the project is may be included in the July 2009 three year Legislative Public Education Capital Outlay (PECO) appropriations list.

2. Although the department runs smoothly, it seems that more staff is needed to adequately distribute the work load in the planning and construction of projects as well as completing the other essential responsibilities of the unit; State requirements for facility inventory reporting, annual capital improvement program, educational plant surveys and other related functions.

Source: Organization Chart (Appendix A; ) 2009-2010 Capital Improvement Program; CIP-2 Summary, Capital Improvement Plan and Legislative Budget Request, 2005 Educational Plant Survey (Appendix B)
Recommendation 2: Consider hiring temporary project coordinators to oversee major projects until the budget situation improves at which time increasing full time staff should be seriously considered.

3. Construction cost estimating needs to consider all factors including adjustment for inflation early in the planning process. Professional consultants as well as users should be involved early in planning construction and renovation projects to avoid changes to the developed design.

*Source: 2009-2010 Capital Improvement Program; CIP-2 Summary Capital Improvement Plan and Legislative Budget Requests, (Appendix B)*

Recommendation 3: Consider using other estimating tools such as RS Means construction manuals and software and other construction industry estimating tools to supplement State provided guidelines.

4. Lack of adequate parking facilities is a critical issue at all campuses. There does not appear to be an identified funding source for additional parking including parking structures – PECO funding is restrictive and limits funding to surface parking – usually as part of new construction projects.

*Source: Comments in the 2005 Student Satisfaction with College Services Survey (Appendix D)*

Recommendation 4: Explore other possible sources of funding, such as lease buy programs, for consideration in construction of parking structures. Research other institution’s parking solutions such as revenue from private sources and for the term or daily parking charges.

5. Campuses changes in use of facility spaces without prior coordination with the Facilities Planning and Construction Department result in spaces being incorrectly reported and adversely impact the Facility Inventory reports submitted to the State.

*Source: 2005 Educational Plant Survey Facilities Inventory Validation Report; (Appendix B) End of Term State Room Space Utilization Reports, (Appendix E)*

Recommendation 5a: Facility space use changes need to be coordinated with the department for evaluation and validation prior to being implemented. Requests for changes in space use should be submitted to Facilities Planning & Construction through the Campus Facilities office.
**Recommendation 5b:** Consider establishing Campus space use planning committees to identify and evaluate minor renovation and remodeling requirements.

6. Some of the data coded in Datatel are in fields (with the data separated by commas) intended for a different purpose. The coding of multiple values for Facility Capital Outlay Data Base (FCODB) reporting in a single Datatel field was developed in 1999 as a temporary ‘fix’ for State reporting.

7. Spaces other than buildings are coded in Datatel as buildings (for example: Covered Walkways, Parking Lots, and Tennis Courts). Datatel provides additional fields for coding room characteristics, secondary uses, room types, equipment, links to fixed assets (and others) that are not being utilized.

**Sources:** Datatel forms LCRG (Location Regions), LOCN Locations, BLDG (Buildings) and RMSM (Rooms; State FCODB and Integrated Data Base (IDB) reports (Appendix B)

**Recommendation 6 & 7:** Coordinate and work with Management Information Systems and Information Technology to develop custom screens that are functional and user friendly. Maximize the use of the Datatel forms (screens) to fully populate site, building and room information. Standardize the room coding process and use of current reporting codes. Research the feasibility of implementing other Datatel delivered modules that link to facilities data.

8. Campuses schedule regular and continuing workforce education (‘FTE-generating’) classes in spaces that are not coded as a classrooms or laboratories, (room coded 110, 120, and 210). Each term seventy-five to one hundred (75 – 100) (+ or -) classes are scheduled in spaces incorrectly coded resulting in loss of credit for room and space utilization. Conversely, properly coded classrooms and laboratories do not have any classes scheduled in them, adversely impacting both room and space utilization.

**Source:** State FCODB and Integrated Data Base (IDB) reports; Datatel forms LCRG (Location Regions), LOCN Locations, BLDG (Buildings) and RMSM (Rooms). (Appendix B)

**Recommendation 8a:** Campus Administration should place emphasis on scheduling classes in proper instruction spaces to improve utilization as well as provide support for additional space funding requests.
**Recommendation 8b:** Work with Department of Management Information Systems to develop and implement training workshops for current and new schedulers; evaluate options available within in Datatel to prevent or further restrict classroom scheduling in invalid spaces or rooms.

9. Lack of a computerized Preventative Maintenance (PM) and Maintenance Work Request program to track progress of preventative maintenance program as well as status of work requests for repairs and facilities projects. Without a computerized system, proper records are difficult to maintain and keep up to date. The system assists in identifying system trends or when replacement becomes necessary before breakdown occurs and repairs are needed. An effective PM program is the foundation for everything accomplished by the Campus Facilities Offices when maintaining existing facilities.

*Source: 2005 College Facilities Operation and Maintenance Manual (Appendix F)*

**Recommendation 9:** Evaluate a Preventative Maintenance Program software package for implementation and update the College Preventative Maintenance Program manual to incorporate use of the software. Research Datatel’s Maintenance Work Order process within the Physical Plant Module and the ability to track the workflow though Workflow Management System (WFMS).

10. Unit Plan contains two objectives; develop facilities work request system and increase staff level. Unit Institutional Effectiveness Plans form several campus unit plans which list facilities related objectives that have not been coordinated with the Department of Facilities Planning and Construction.

*Source: Unit Effectiveness Plan – Facilities Objectives 07-09.*

**Recommendation 10:** Campus Unit Plan objectives that have impact on facilities be coordinated with Facilities Planning & Construction prior to being accepted in the biannual Unit Plans.
V. DISTRIBUTION LIST OF FINAL REPORT

The final report and follow-ups will be distributed by the chair to the President’s Cabinet, appropriate deans and/or directors, unit head, unit members, task force members, and all campus libraries. It will be posted to Public Folders and disseminated electronically to the HCC community.

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VI. LIST OF APPENDICES

Appendix A: Organizational Charts:
   1) Hillsborough Community College
   2) Seminole Community College
   3) Brevard Community College
   4) St. Petersburg College

Appendix B: Website Addresses

Appendix C: Faculty and Staff Satisfaction Survey, 2005 (Excerpt)

Appendix D: Student Satisfaction Survey, 2007 (Excerpt)


Appendix F: Facilities Operation and Maintenance Manual

Appendix G: Project Final W/MBE Close-Out Status Report

Appendix H: Educational Facility Construction Program Standards
Appendix A

Hillsborough Community College
Facilities Planning and Construction

VP, Admin/ CFO

Director of Facilities Planning & Construction

Business Assistant

Facilities Planner
Facilities Construction Management Officer
Appendix B

Web site Address


Capital Improvement Plan (CIP): FY 2009/10-2013/14

Educational Plant Survey: FY 2005-2010

Facilities Reports:

Facility Inventory 2008-2009

Space Utilization Reports Winter/Spring Term 2007-2008

Room Utilization Reports Winter/Spring Term 2007-2008
Appendix C

FACULTY AND STAFF SATISFACTION SURVEY, 2005

CAMPUS SERVICES, NON-ACADEMIC SUPPORT. Non-academic support is the third category of campus services. Table 12 shows 80 percent of employees reporting satisfaction with this service group.

<table>
<thead>
<tr>
<th>Table 12: Ratings for non-academic services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-academic services</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>Bursar office</td>
</tr>
<tr>
<td>Classroom equipment</td>
</tr>
<tr>
<td>Computer labs for students</td>
</tr>
<tr>
<td>Facilities &amp; maintenance</td>
</tr>
<tr>
<td>Food services</td>
</tr>
<tr>
<td>Mail service</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Printing/duplication</td>
</tr>
<tr>
<td>Security</td>
</tr>
<tr>
<td>Overall</td>
</tr>
</tbody>
</table>

Strengths. Strengths had both higher use levels (>79.4 percent) and favorable ratings (>90.0 percent) when compared to the College overall. Three services were recognized as strengths by employee ratings: mail service, printing and duplication, and security.

Challenges. The three challenges were classroom equipment, computer labs and food service.

It is noteworthy that facilities and maintenance, and parking both had high use and low satisfaction among employees. This suggests the need to plan discussions of improvement opportunities for the College’s physical infrastructure.

Campus ratings for non-academic services follow in Table 13. Some non-academic services are also relevant to DAO employees. Their ratings were included selectively when level of use met or exceeded the College average of 79.4 percent.
Appendix D

2007 Student Satisfaction Survey

Q64 For each item related to campus facilities listed below, please rate your overall level of satisfaction.

<table>
<thead>
<tr>
<th>Item</th>
<th>Very Satisfied</th>
<th>Satisfied</th>
<th>Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classrooms</td>
<td>34.1%</td>
<td>67.1%</td>
<td>4.2%</td>
<td>0.8%</td>
<td>3.4%</td>
</tr>
<tr>
<td>b. Study areas</td>
<td>26.7%</td>
<td>62.8%</td>
<td>6.2%</td>
<td>1.2%</td>
<td>14.0%</td>
</tr>
<tr>
<td>c. Testing center</td>
<td>22.3%</td>
<td>47.4%</td>
<td>3.6%</td>
<td>1.4%</td>
<td>25.4%</td>
</tr>
<tr>
<td>d. Campus grounds/landscaping</td>
<td>28.2%</td>
<td>66.3%</td>
<td>7.6%</td>
<td>1.9%</td>
<td>6.1%</td>
</tr>
<tr>
<td>e. Accessibility of facilities for students with disabilities</td>
<td>19.8%</td>
<td>33.1%</td>
<td>2.0%</td>
<td>0.9%</td>
<td>44.2%</td>
</tr>
<tr>
<td>f. Parking</td>
<td>9.9%</td>
<td>36.0%</td>
<td>24.4%</td>
<td>25.4%</td>
<td>4.2%</td>
</tr>
</tbody>
</table>

Q65 What could HCC do to improve its campus facilities?
44.4%

Q66 Overall, I feel that I am safe on HCC’s campuses.
28.8%, Strongly Agree
55.2%, Agree
11.6%, Neutral/No Opinion
3.8%, Disagree
0.6%, Strongly Disagree
<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>ROOMS</th>
<th>WEEKLY HOURS</th>
<th>UTIL. PER ROOM</th>
<th>RATE</th>
<th>WKLY HRS</th>
<th>COLLEGE</th>
<th>ROOMS</th>
<th>WEEKLY HOURS</th>
<th>UTIL. PER ROOM</th>
<th>RATE</th>
<th>WKLY HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brevard</td>
<td>168</td>
<td>80,209</td>
<td>5,014</td>
<td>74.61</td>
<td>29.85</td>
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<tr>
<td>Broward</td>
<td>258</td>
<td>149,126</td>
<td>9,331</td>
<td>90.42</td>
<td>36.17</td>
<td></td>
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<tr>
<td>Central Florida</td>
<td>56</td>
<td>27,975</td>
<td>1,750</td>
<td>78.13</td>
<td>31.25</td>
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<td></td>
</tr>
<tr>
<td>Chipola</td>
<td>29</td>
<td>7,456</td>
<td>466</td>
<td>40.17</td>
<td>16.07</td>
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<td></td>
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<tr>
<td>Daytona Beach</td>
<td>196</td>
<td>75,424</td>
<td>4,723</td>
<td>60.24</td>
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<td>Edison</td>
<td>98</td>
<td>43,438</td>
<td>2,715</td>
<td>69.26</td>
<td>24.43</td>
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<tr>
<td>Fla CC At Jax</td>
<td>241</td>
<td>106,664</td>
<td>6,681</td>
<td>63.49</td>
<td>25.14</td>
<td></td>
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<tr>
<td>Florida Keys</td>
<td>18</td>
<td>4,802</td>
<td>301</td>
<td>41.81</td>
<td>16.72</td>
<td></td>
<td></td>
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<tr>
<td>Gulf Coast</td>
<td>58</td>
<td>20,967</td>
<td>1,313</td>
<td>56.59</td>
<td>22.64</td>
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</tr>
<tr>
<td>Hillsborough</td>
<td>208</td>
<td>120,682</td>
<td>7,544</td>
<td>90.67</td>
<td>36.27</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Indian River</td>
<td>116</td>
<td>42,996</td>
<td>2,688</td>
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**SOURCE:** 2007-2008 FACILITIES/CAPITAL OUTLAY AND PERSONNEL DATA BASES

**NOTE:** STANDARDS: CLASSROOMS = 40 HOURS/WEEK AND LABS = 30 HOURS/WEEK

**Florid**

**SPACE UTILIZATION REPORT**

**SOURCE:** FLORIDA

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**Florida CC Average Rate**

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SOURCE: 2007-2008 FACILITIES/CAPITAL OUTLAY AND PERSONNEL DATA BASES
NOTE: STANDARDS: CLASSROOM OCCUPANCY RATE = .60 AND LAB OCCUPANCY RATE = .80
FACILITIES OPERATION AND MAINTENANCE MANUAL

August 16, 2005
# Table of Contents

Introduction ..........................................................................................................................5

Goals & Objectives ...............................................................................................................5

Division I - Administration ..................................................................................................6
  A. Training .......................................................................................................................6
  B. Coordination of Work ...............................................................................................6
  C. Verification of Contractors Work ...............................................................................6
  D. Scheduling of Renovation Projects ..........................................................................6
  E. Deferred Maintenance Project ..................................................................................6
  F. Assistance to Facilities Management .........................................................................6
  G. Uniform Requirements ..............................................................................................6

Division II - Grounds ...........................................................................................................7
  A. Roadways ....................................................................................................................7
  B. Parking Lots ...............................................................................................................7
  C. Sidewalks and Courtyards .........................................................................................7
  D. Irrigation Systems & Wells .......................................................................................7
  E. Landscaping (Lawns, Trees, Scrubs, Plants) & Athletic Areas ....................................8
  F. Storm Drain Systems .................................................................................................9
  G. Equipment (Tractors, Mowers, etc) ..........................................................................9
  H. Vehicles .....................................................................................................................9

Division III – Concrete Structures .....................................................................................10
  A. Interior Slabs and Foundations ..................................................................................10
  B. Basements ..................................................................................................................10
  C. Stairs and Steps .........................................................................................................10

Division IV – Masonry .......................................................................................................10
  A. Exterior Walls ..........................................................................................................10
  B. Interior Walls and Floors .........................................................................................10

Division V – Metals ..........................................................................................................11
  • Structural Steel ..........................................................................................................11
  • Handrails and Metal Stairs ..........................................................................................11
  C. Bleachers ...................................................................................................................11

Division VI – Wood and Plastic .........................................................................................11
A. Benches and Tables ........................................................................................................ 11
B. Flooring ..................................................................................................................... 11
C. Cabinetry .................................................................................................................. 12

Division VII – Thermal and Moisture Protection .............................................................. 12
A. Roofing and Fixtures .............................................................................................. 12
B. Waterproofing at Walls .......................................................................................... 12
C. Flashing and Gutters .............................................................................................. 12
D. Joint Sealant - Caulking ......................................................................................... 12
E. General ..................................................................................................................... 12

Division VIII – Doors and Windows .................................................................................. 12
A. Steel Frames - Exterior ........................................................................................... 12
B. Exterior Doors and Hardware .............................................................................. 12
C. Handicap Mechanisms ........................................................................................... 13
D. Overhead Rolling Doors ....................................................................................... 13
E. Aluminum Frames and Joints ................................................................................. 13
F. Glazing ..................................................................................................................... 13
G. Interior Door Systems ............................................................................................. 13
H. Locks and Keys ....................................................................................................... 13
I. Door Hardware ........................................................................................................ 13
J. Windows .................................................................................................................... 13

Division IX – Finishes .................................................................................................... 13
A. Exterior Stucco, Brick, and Concrete ...................................................................... 13
B. Drywall ..................................................................................................................... 13
C. Painting ..................................................................................................................... 13
D. Acoustical Ceilings and Tiles ................................................................................ 13
E. Exterior Insulation Finish Systems (EIFS) ............................................................ 14

Division X – Special Use ............................................................................................... 14
A. Greenhouse ................................................................................................................. 14

Division XI – Conveying Systems .................................................................................. 14
A. Hydraulic Elevators and Limited Use/Limited Access Elevators ......................... 14

Division XII – Mechanical Systems .............................................................................. 14
A. Air Handling Units ................................................................................................. 14
B. Exhaust Fans ........................................................................................................... 15
C. Chillers .................................................................15
D. Chilled Water Pumps .......................................................17
E. Cooling Towers ..............................................................17
F. Condenser Water Pumps .....................................................17
G. Hot Water Boilers ...........................................................18
   1. Boilers .................................................................18
   2. Heating Water Pumps ..................................................19
   3. Condensate Return Systems .........................................19
   4. Gas Fired Furnaces ...................................................19
   5. Electric Heaters .........................................................20
   6. Domestic Hot Water Heaters .........................................20
   7. Testing and Certification ................................................21
H. Control ............................................................................21
   1. Building Air Compressors ...............................................21
   2. Control Air Compressors ...............................................21
I. Plumbing ...........................................................................21
   1. Restroom Equipment ...................................................21
   2. Water Coolers ............................................................21
   3. Kitchen Equipment .......................................................21
   4. Piping ...........................................................................21
   5. Laboratory Connections ...............................................21
   6. Sump Pump ...................................................................21
J. Fire Extinguishing and Alarm Systems ..................................22
   1. Sprinkler Systems ........................................................22
   2. Stand Pipes and Hoses ..................................................22
   3. Portable Extinguishers ..................................................22
   4. Alarm and Smoke Detection ...........................................22
   5. Special Systems (Halon/kitchen) .......................................22

Division XIII – Electrical/Power Systems .....................................22

A. High Voltage Systems ......................................................22
B. Electrical Distribution ........................................................22
   1. Panels ...........................................................................22
   2. Wiring and Disconnections .............................................22
   3. Switches – Plugs and Receptacles .....................................22
C. Lighting ...........................................................................22
   1. Fluorescent and Incandescent .........................................23
   2. Outdoor Lighting .........................................................23
   3. Special (Theatre and Athletics) .........................................23
D. Emergency Generator Power/UPS .......................................23
E. Fire Alarm Systems ............................................................23

Division XIV – Housekeeping ......................................................23

A. Seating – Theatre, Meeting Rooms, Cafeteria, and Gym ............23
B. Corridors, Classrooms, Offices, and Entrances ...............................................23
C. Restrooms and Locker Rooms ...........................................................................24
D. Cleaning Machines and Equipment .................................................................24
E. Gymnasiums and Fitness Centers ....................................................................24
F. Hazardous Materials ........................................................................................25
G. Pest Control ......................................................................................................25

APPENDICES:

A. Appendix A - Recommendation Form .............................................................26
B. Appendix B - Periodic Maintenance Schedules and Checklists ......................27
C. Appendix C - Physical Facilities Department Work Request Form ...............31
D. Emergency Elevator Evacuation Policy ............................................................32
FACILITIES OPERATION AND MAINTENANCE MANUAL

INTRODUCTION

The purpose of the procedures outlined in this manual is to provide an update of acceptable and effective maintenance and operations management “best” practices and current standards for HCC facilities. The procedures are modeled from the Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges (Florida Department of Education) and a Texas community college system maintenance program and adapted to Hillsborough Community College. It is also intended to provide a comprehensive framework for delivering beneficial and cost-effective services at each Campus and Center. The procedures will provide HCC Facilities Maintenance Staff with a set of clearly defined, yet flexible guidelines that are intended to complement sound facilities management practices already in use and offer new ones where necessary. The procedures will be used in coordination with the future Computerized Maintenance Management System – CMMS. The Facilities Operations and Maintenance Procedures were reviewed and approved by the members of the Facilities Process Team in August, 2005.

GOALS AND OBJECTIVES

Provide guidelines, recommendations and standards for maintenance and operations managers responsible for each Campus or Center.

Provide a definitive, yet flexible organizational and administrative structure for maintenance and operations of educational facilities.

Provide organizational structures with the ability to deal effectively with multifaceted and diverse problems that pertain to the maintenance and operations of educational facilities.

Provide maintenance and operations structures capable of dealing with challenges and problems of new technologies in building construction, materials, and equipment.

Provide maintenance and operation structures capable of formulating strategies to effectively and efficiently deal with changing State and Federal environmental regulations.

Provide administrative structures capable of handling day-to-day maintenance and operations tasks common to all maintenance and operations directors, coordinators, and supervisors.

Provide insights into the legal, technical, and environmental requirements that affect the funding and service required for maintenance and operations at educational facilities.
DIVISION I – ADMINISTRATION

A. Training - Provide employee training opportunities for each group in the disciplines of health and safety, operation, emergency conditions and system upgrades.

B. Coordination of Work - Coordination of work between seasonal timing, employees work load, college functions and outside contractors to operate in a cohesive manner.

C. Verification of Contractors Work - Verify the quality and quantity of work accomplished by outside contractors during the time they are on campus.

D. Scheduling of Renovation Projects - Coordinate between renovation and maintenance to schedule re-occupying spaces by faculty and staff once complete and tested.

E. Deferred Maintenance Project - Verify that equipment and/or materials are of high quality and that work that is done meets requirements.

F. Assistance to Facilities Management - To identify and justify long-term deferred maintenance projects required to prevent major equipment failure.
   1. Provide assistance to Facilities Planner to maintain accurate and up to date Auto-CAD drawings for all buildings.
   2. Provide assistance to Director of Facilities to prepare budget proposals for Capital Improvement Projects.

G. Uniform Requirement

   To provide a professional team image and to assist in staff identification for campus safety, all campus facility personnel will be required to wear a standard college facilities uniform shirt.


I. Monthly report to the Safety Committee.
DIVISION II – GROUNDS – CONTRACTUAL GROUNDS

A., B., C. ROADWAYS, PARKING LOTS, SIDEWALKS

Daily: 1. Pick up trash and debris, perform normal grounds maintenance tasks.
Survey entire site for recent unsafe conditions.

Weekly: 1. Repair or replace outside signs as needed.
2. Clean on site roadways and parking lots.
3. Check placement of wheel stops; realign and secure.
4. Clean and inspect sidewalks and exterior steps.

Monthly: 1. Inspect paving for cracks or potholes.
   a. Repair major defects immediately or barricade as appropriate.
   b. Schedule repair of remaining defects.

Annually: 1. Repair and fill asphalt cracks.
2. Stripe parking lots, paint directional signs, fire lanes, and crosswalks.
3. Complete landscaping projects to enhance overall appearance of campus.

D. IRRIGATION SYSTEMS & WELLS

1. Systems Main Jockey Pumps

Monthly inspect units for unusual noise, vibration or leakage. With pump running, the package gland should be adjusted to allow 5 to 6 drops per minute leakage. If the packing gland cannot be adjusted, then all of the old packing must be removed and the pump repacked. Pumps with mechanical seals require no adjustment and should not be leaking.

Monthly - check oil level and add oil if necessary.
Quarterly - check oil for contamination and change if necessary.
Semiannually - change oil.
Annually - inspect pump inlet and suction line. Remove any debris.
1. Test all automated systems monthly. Make repairs and/or adjustments as necessary.
2. Test all quick connect areas as needed. Make repairs and/or adjustments as required.
3. Repair all breaks in lines, fittings, and spray heads as they occur.

4. Upgrade systems as time and funds permit.

5. Wells Comply with Southwest Florida Water Management District requirements outline below:

Provide assistance to Southwest Florida Water Management District authorized staff for inspection of each well. Correct defects to comply with Florida Statutes, Administrative Codes and The Florida Building Code.

a. Repair or replace leaking or inoperative well casings, valves or controls to make the system fully operational. If below grade, the work must be done by Florida Licensed Water Well Contractor.

b. Check if the District issued Identification Tags on all wells.

c. Check if there is a backflow prevention device on all wells.

d. Check if there is a rain sensor over-ride on all wells.

E. LANDSCAPING AND ATHLETIC AREAS - CONTRACTUAL

Trim trees and shrubs as needed.

Cut grass and edge as needed.

Apply fertilizers in Spring and Fall.

Exercise weed control in turf beds using approved treatment.

Aerate high maintenance turf areas semi-annually.

Inspect all areas for undesirable insects weekly and treat with approved methods by a certified applicator.

Stripe baseball and softball fields annually prior to beginning of the season or and/or as needed prior to games and practice activities.

Add trees and shrubs as funds allow.

Remove dead or diseased trees, shrubs or plans as needed.

1. Schedule and complete two plantings of annuals each year.

2. Upgrade planted areas as funds and time allow.

3. Maintain strict inventory control of all chemicals in accordance with governing regulations.
4. Convert lawn areas to xeriscape where practical to minimize need for irrigation.

F. STORM DRAINS (including open and closed)

Observe drainage during major rain event. Correct any problems.

Keep open ditches clear of weeds and brush growth by using approved weed and brush control methods. Verify that outsourced pond maintenance contractor is adequately effective.

Repair erosion problems as they occur.

G. EQUIPMENT

Daily: At the end of the shift, each operator of power equipment is responsible for cleaning, servicing and inspecting the equipment to which he is assigned. He/She will follow the checklist prepared for that piece of equipment from the manufacturer’s operations handbook. Some of the more obvious items appearing on the checklist should include the following:

Check all fluid levels adding proper amount of fluids as required.

Add grease as required to all lubricated points.

Check all blades for sharpness, nicks, cracks and attachments.

Check all belts for tension wear and cracks.

Check all attachment points for lubrication, excessive wear and proper locking pin or device.

The operator will certify his completion of the checklist by signing off on a sheet provided for that purpose.

Major repairs or adjustments will be referred to the mechanic for action.

H. VEHICLES (General Maintenance, as per specific maintenance with Manufacturer’s recommendations.)

1. Servicing (Contract service)

   Check fluid levels.

   Check belts for wear and cracks; replace as needed.

   Check bearings for lubrication and excessive wear. Replace as required.

   Service vehicles every 4,000 miles

   Change oil, filters and grease.

   Check all fluid levels.
Check tires for wear and change as needed.
Inspect brakes and repair as required.
Inspect belts and hoses for wear and cracks. Replace as required.

2. As Needed Inspections (Operator)
Check all fluid levels. Add as necessary.
Check all lights and turn signals.
Check tires for proper inflation and wear.
Check wipers
Check exhaust systems
Check brakes
Check horn

3. Tune-up as per manufacturer’s recommended schedule of check-ups.

DIVISION III – CONCRETE STRUCTURES (Annual Inspections)
INTERIOR SLABS AND FOUNDATIONS - Visually inspect all slabs and foundations for cracks, movement, spalling and other obvious defects. Make necessary repairs. Record locations and magnitude of all major defects and monitor status monthly.
BASEMENTS – BELOW GRADE EQUIPMENT ROOM – Visually inspect floors and walls for cracks, movement, spalling, water infiltration and other obvious defects. Make necessary repairs. Record location and magnitude of all major defects and monitor status monthly.
STAIRS AND STEPS ( EXTERIOR AND INTERIOR) – Visually inspect stairs and steps for cracks, chips, loose nosing, standing water and other obvious defects. Make necessary repairs.

DIVISION IV – MASONRY (Annual Inspections)
A. B. EXTERIOR WALLS/INTERIOR WALLS
Visually inspect exterior walls for cracks, loose brick or masonry units, major displacement vertically or horizontally and other obvious defects. Make necessary repairs. Be sure to obtain matching masonry materials such as campus approved brick, approved sealant and Type S mortar in the approved color. Contact HCC Facilities Management for assistance and/or to verify need for structural assessment. Record location and magnitude of all major defects and monitor status monthly.
Visually inspect interior walls for cracks, and loose masonry units, major displacement vertically or horizontally and other obvious defects. Make necessary repairs. Record location and magnitude of all major defects and monitor status monthly. Contact HCC Facilities Management for assistance and/or verify need for structural assessment.

Low pressure wash walls to remove mold, mildew and accumulated dirt. Use appropriate chemicals to ensure good results without damaging exterior finish.

DIVISION V – METALS

A. STRUCTURAL STEEL

1. Where exposed to exterior and/or moist locations, inspect annually for rust and corrosion. Clean, prime and paint as required. Contact Facilities Planning and Construction to verify need for structural assessment if corrosion is beyond surface penetration.

2. If evidence of deterioration of structural members is displayed in some form in other components of the building such as roof, floor, exterior and interior walls. Contact Facilities Planning and Construction to verify need for structural assessment.

B. HANDRAILS AND METAL STAIRS

Visually inspect handrails annually for loose attachment to walls, rough, splintered and marred surfaces, worn and chipped paint, varnish or other finishes. Make necessary repairs. Visually inspect metal stairs annually for loose tread, cracked welds, loose and cracked concrete in pan type tread, chipped paint or other finishes. Make necessary repairs.

C. BLEACHERS

College Safety Officer to inspect annually document findings in report.

DIVISION VI – WOOD AND PLASTIC

A. BENCHES AND TABLES – (Semi-Annually) Inspect for loose boards or loose metal tops and repair if needed. Check legs and seating area to ensure safety.

B. FLOORING – (Semi-Annually) Visual inspection of slabs or tile for hairline cracks. Check for loose tile and repair. Check carpet for any stretching or separating at carpet joints.

C. CABINETRY – (Semi-Annually) Visually and physically inspect to ensure all drawers are securely in proper working order. Check doors to ensure all hinges are secure. Tighten any loose screws or replace any screws that are missing.

DIVISION VII – THERMAL AND MOISTURE PROTECTION

A. ROOFING AND FIXTURES- Visually inspect the roof every two months. Remove all organic materials and other debris as needed to maintain a clean roof. Visually inspect the roof surface for cuts (remove any screws or other metal objects that could puncture
the roof membrane), abrasions, bubbles, open seams, absence of aggregate on built-up roofs, soft, spongy feel or substrate material, loose or missing traffic pads.

B. **WATERPROOFING AT WALLS – BELOW GRADE** - Visually inspect walls below grade for moisture as evidence of breakdown of waterproofing. Take appropriate corrective action.

C. **FLASHING, DOWNSPOUTS, SCUPPERS AND GUTTERS** - Visually inspect flashing, downspouts, scuppers and gutters for evidence of leaking and that they are properly secured. Take appropriate action. Make sure downspouts, scuppers and gutters are clean and free flowing at all times.

D. **JOINT SEALANT – CAULKING** - (Semi-Annually) - Visually inspect joint sealant and caulking at walls, floors, flashings, penetrations, windows, and door frames for shrinking, cracking and other signs of deterioration. Remove all loose caulk and replace with proper type for the application. Determining the expected life of all caulking and replace as needed with an ongoing maintenance program in accordance with manufacturer’s recommendations. Inspect annually for drooping, shrinkage or failure of exterior sealant products in wall expansion and control joints, floor or slab expansion and control joints, and previous crack repairs and penetration repairs. Remove all sealants which are in failure, to old or appear suspect, with hand tools such as scrapers, picks and putty knives. Remove all debris and scrape opening out to largest natural void space possible. Contact the HCC Facilities Management Department for assistance in selection of Campus Standard sealant products for reapplication.

E. **GENERAL** - Correlate all interior leaks, and water damage with exterior source. Repair as required to eliminate water infiltration.

**DIVISION VIII – DOORS AND HARDWARE (Semi-Annual Inspection)**

A. **STEEL FRAMES EXTERIOR** - Inspect for movement, separation and corrosion.

B. **EXTERIOR DOORS AND HARDWARE** - Inspect for proper operation, loose hinges, screws, weather-proofing, locksets, closures and vision panels.

C. **HANDICAPPED MECHANISMS/AUTOMATIC OPENERS** - Check for proper operation, alignment and closure.

D. **OVERHEAD ROLLING DOORS** - Inspect for proper operation, wear, alignment and locking mechanism.

E. **ALUMINUM FRAMES AND JOINTS** - Inspect for loose joints and separation of frames.

F. **GLAZING** - Check for cracks, proper sealant and clean as appropriate.
G. INTERIOR DOOR SYSTEMS – inspect for proper operation, loose hinges, screws and weather-proofing, locksets, closures and vision panels.

H. KEYS AND LOCKS – Check for proper operation. Clean and lubricate annually.

I. DOOR HARDWARE – Inspect all door hardware for proper operation. Clean and lubricate all moving parts with recommended solvent and lubricate. Replace broken, missing, and excessively worn parts and adjust for smooth operation. Door hardware includes hinges, locksets, panic devices, closures, push bars, handles, wall bumpers, floor stops, and LD open devices.

J. WINDOWS - Inspect for proper operation, loose hinges, handles, screws, weather-proofing, and condition of applied tinting. Replace where necessary. Also inspect sealant at intersection of window frame and exterior finish. Verify that entire window system is functioning properly to prevent the infiltration of water and/or outside air.

DIVISION IX – FINISHES (Annual Inspection)

A. EXTERIOR STUCCO, BRICK, AND CONCRETE – Check for cracks, water damage, and condition of paint finish. Repair damaged areas and repaint as required. At external stucco ceilings inspect for sagging, loose hangers, rust around edges and structural frame damage.

B. DRYWALL – Check for cracks, water damage, excessive damage due to chairs and tables rubbing the wall and graffiti; repair/replace as required.

C. PAINTING -Inspect all painted surfaces for condition and repaint as required. Determine condition and remaining life of exterior painted surfaces and perform repainting at appropriate time to prevent water and moisture infiltration and to maintain a good aesthetic condition.

D. ACOUSTICAL CEILINGS – Semi-annually or as needed, inspect lay in ceiling tiles for water stain, excessive dirt, and physical damage. Replace tiles as needed. Locate non-standard dimension ceiling systems and schedule replacement with standard 2 x 2 lay in tile and grid system.

E. EXTERNAL INSULATION FINISH SYSTEM (EIFS)-Semi-annually

1. Inspect all EIFS areas for defective and/or aged finish and sealant systems. Initiate corrective measures immediately to eliminate potential water infiltration.

2. General Cleaning – Annually or as needed clean all EIFS surface with a solution of warm water, household bleach and tri-sodium phosphate per manufacture recommendations.

3. Refinishing – When needed, recoat finish in accordance with manufacture recommendations. Refinishing may be required after 6 to 10 years of services.
DIVISION X – SPECIAL USE

A. GREENHOUSE – Semi-annually check operations of all systems and make necessary repair or adjustments. The systems to be checked include: watering, misting, humidity control, light and airflow. Check framing for excessive corrosion and check glass or plastic for cracks and breakage. Check floor deck for water tie-hinges if located above grade.

DIVISION XI – CONVEYING SYSTEMS (Passenger & Freight)

A. Hydraulic Elevators and Limited Use/Limited Access Elevators (Passenger & Freight)—Maintain in compliance with Code ASME A17.1; CHAPTER 399, FS; CHAPTER 30, FLORIDA BUILDING CODE, AS ADOPTED BY RULE 9B-3.047, FAC; NEC; ADA. For service contact Otis Elevator @ 1-800-233-6847. Have systems inspected annually; Contact Mike Calderon @ 813-253-7177.

Elevators are intended to have full and complete maintenance, adjustment and repair covering all vertical transportation, at all located premises.

The performance of elevators shall be in full compliance with all related laws and regulations. All required maintenance and up-grades are intended to keep equipment operating safely and trouble-free in accordance with ASME-17.1.2000, Safety Code for Elevators, associated addenda and related codes.

DIVISION XII – MECHANICAL SYSTEM

A. AIR HANDLING UNITS (verify specific procedures with equipment manufacturers’ recommendations)

Daily: Inspect unit for unusual vibration, leakage and/or presence of moss or mildew.

Weekly: Inspect condensate pan. Ensure that the pan drain is not plugged and that the pan is not in danger of overflowing.

Monthly: Read Magnet helic gauge and inspect filters, change if pressure drop exceeds recommended reading.

Quarterly: Inspect and clean Mechanical Rooms. Remove all non-essential equipment, parts and tools. Keep floor free of oil, water, and dust. Paint or seal floor as required to maintain a neat and orderly appearance.

Bearing...
Semi-Annually: Inspect the unit coil and clean the fins if necessary by hosing with water or an air jet.

Annually: Inspect entire unit and accessories for paint chipping or corrosion. If damage is found, clean and repaint with good grade of rust-resistant paint. Clean the fan wheels and fan shaft. If rust is found on the fan shaft, remove with emery cloth and re-coat the shaft. Inspect the drain pan for sludge or other foreign material. Clean all debris from the pan. Insert algae tablet or drain pan treatment to inhibit future build-up.

B. EXHAUST FANS – (Verify specific procedures with manufacturer’s recommendations)

Daily: Inspect unit for unusual noise or vibration.

Monthly: Open cover and inspect belt tension, pulley alignment, and bearing play.

Semi Annually: Lubricate fan and motor bearings if bearings are not sealed. Check inlets for proper air movement.

C. CHILLERS – (Verify specific procedures with manufacturer’s recommendations.) If procedures are out sourced to a sub-contractor, verify completion of items below:

1. Chiller – General and Air Cooled

Daily: Inspect unit for unusual noise, vibration, or leakage. Inspect condensing unit for obstructions (papers, plastic bags, etc.). Check compressor sight glass for proper oil level. With unit operating, check refrigerant sight glass for bubbles. Chemically test the chilled water and treat as required.

Monthly: Inspect interior of electrical cabinet for loose and/or overheated wiring and damaged contacts.

Semi Annually: 1. Inspect and clean Mechanical Rooms. Remove all non-essential equipment, parts and tools. Keep floor free of oil, water and dust. Paint or seal floor as required to maintain a neat and orderly appearance.

   2. Check condensers for excessive dirt and clean if necessary. Check amperage draw of compressors. Check for proper superheat and sub-cooling. Start unit if weather conditions permit and observe and record all operational readings. Record ambient conditions at the time of operation. Check that all condenser fans operate and cycle as required. If unit is multi-compressor, load the system to insure that the compressors cycle on and off as required. Check for proper oil levels and pressure differential. Check high pressure, low pressure, water flow, freeze stat and low oil pressure safeties for proper operation. Check entire system for refrigerant leaks. Lubricate all fans and motors.

Annually: Inspect all electrical connections for overheating and tightness. Clean condenser with coil cleaner. Meg all compressor motors and record results. Test refrigerant oil for acid content. Change filter dryer cores if applicable.

2. Chiller - Centrifugal
Daily:  
1. Check the unit operating condition against those given in manufacturer’s requirement.

2. Check oil pump level by sight glasses. The oil level should be in the manufacturer’s required range.

Weekly:  
Check the purge drum sight glass for evidence of condensate.

Quarterly:  
1. Check the purge compressor drive belt tension and adjust as necessary following the manufacturer’s recommendation.

2. Lubricate the purge compressor drive motor bearings.

3. Check the purge compressor crankcase oil level through the crankcase sight glass.

4. Clean all water strainers.

Semi-Annually:  
1. Lubricate the vane control linkage bearings, ball joints, pivot points, the actuator motor bearings and the vane operator shaft by following the manufacturer’s recommendations.

2. Inspect and clean the inside of the purge drum.

WARNING: To prevent injury due to frostbite, do not allow refrigerant to contact skin. To prevent injury or death due to electrical shock, open and lock out and tag out all electrical disconnects.

OTHER PERIODIC MAINTENANCE—Perform Eddy Current Test every five years. Replace/repair if necessary.

D. CHILLED WATER PUMPS – (Verify specific procedures with manufacturer’s recommendations)

Daily:  
Inspect unit for unusual noise, vibration, or leakage. With pump running, the packing gland should be adjusted 5 to 6 drops per minute leakage. If the packing gland cannot be adjusted, then all of the old packing must be removed and the pump repacked. Pumps with mechanical seals require no adjustment and should not be leaking.

Quarterly:  
Lubricate pump. To lubricate re-greaseable bearings, remove grease drain plug (if any) and filter plug. Add new lubricant until grease appears at drain hole or along shaft. Do not over grease! If bearing are sealed, lubrication is not required.

Annually:  
All electrical connections from the motor disconnect or starter should be checked for tightness and indications of overheating. If the motor is large enough, Megger readings should be taken and recorded.

E. COOLING TOWERS (Verify specific procedures with manufacturer’s recommendation)

Before entering a cooling tower, all personnel must wear protective “Tyvek” suit,
respirator, rubber gloves and boots, as well as all necessary safety materials to protect themselves.

Daily: Inspect unit for unusual noise, vibration or leakage. Perform chemical analysis and treat as necessary.

Monthly: Inspect fan belts, adjust or replace as needed.

Quarterly: Check fan belts, adjust or replace as needed.

Annually: Drain water from cooling tower. Open all inspection hatches. Inspect interior and exterior of cooling tower for deterioration of protective coatings. Remove all spray branches and clean out. Replace any broken or missing spray nozzles. Flush main spray headers and entire tower. Replace any worn spray branch seals. Replace the spray branches making sure they are aligned properly. Adjust water fill float lever so that the tower does not run dry or overflow. Replace all inspection covers and operate tower and check for proper operation and that there are not leaks.

F. CONDENSER WATER PUMPS

Daily: Inspect unit for unusual noise, vibration or leakage. With pump running, the packing gland should be adjusted to allow 5 to 6 drops per minute leakage. If the packing gland cannot be adjusted, then all of the old packing must be removed and the pump repacked. Pumps with mechanical seals require no adjustment and should not be leaking.

Quarterly: Lubricate pump. To lubricate re-greaseable bearings, remove grease drain plug (if any) and filler plug. Add new lubricant until grease appears at drain hold or along shaft. Do not over grease! If bearings are sealed, lubrication is not required.

Annually: All electrical connections from the motor disconnect or starter should be checked for tightness and indications of overheating. If the motor is large enough, Megger reading should be taken and recorded.

G. HOT WATER BOILERS

1. BOILERS

Daily: Inspect unit for unusual noise, vibration or leakage. Observe the water temperature and pressure under normal operating conditions. Chemically test water and treat as needed.

Weekly: Inspect the boiler for gasket and piping leaks. Check particularly for handhold leaks. Neglected handhold leaks can cause severe corrosion and costly damage to the boiler shell. They should be promptly eliminated. Manually test the low water cut off safety for proper operation.

Monthly: Blow down boiler. Boiler blow-down valve should be opened wide until the water runs clear, then promptly close. Check the pressure relief valve manually.
Manually open the relief valve momentarily to make certain that it is in working order. Make certain that the valve closes tightly after being opened.

Semi Annually:  Check all controls. Carefully check all operating controls for proper operation, raise or lower the settings where necessary to make certain the control is in working order. Restore the settings on each control to the original position after checking for operation.

Annually:  Check the Low water Cut-Off Control Electrode Assembly. Remove the electrode assembly from the boiler. Clean and inspect porcelain insulator and electrode rod. Check condensation drain at rear of boiler. Remove accumulated sediment. Wire brush and repaint exhaust chamber with corrosion resistant paint.

Examine exhaust gas duct and chimney. Make certain the gas passage is open and free from leakage. Inspect Main Burner Assembly. Expose firing end of boiler by swinging out hinged burner assembly. Clean runner pilot burner ports and spring wire or #53-twist drill. Check condition and location of spark electrode and flame rod.

Lubricate blower motor if grease fittings are provided. Inspect the boiler tubes. Check the tubes for cleanliness. If any dirt or sediment is present, clean the tubes with a free fitting round wire flue brush.

**TESTING AND CERTIFICATION:** Maintain to compliance with Chapter 4A-51 BOILER SAFETY, 554.103 FS. Correct all deficiencies on the Boiler Inspection Checklist. Hartford Steam Boiler to certify annually. Contact Roy H. Williams at phone number 800-333-4677. Certificate is to be posted on boilers.

2. HEATING AND WATER PUMPS

Daily:  Inspect unit for unusual noise, vibration or leakage. With pump running, the packing gland should be adjusted to allow 5 to 6 drops per minute leakage. If the packing gland cannot be adjusted, then all of the old packing must be removed and the pump repacked. Pumps with mechanical seals require no adjustment and should not be leaking.

Quarterly:  Lubricate pump. To lubricate re-greaseable bearings, remove grease drain plug (if any) and filler plug. Add new lubricant until grease appears at drain hole or along shaft. *Do not over grease!* If bearings are sealed, lubrication is not required.

Annually:  All Electrical connections from the motor disconnect or starter should be checked for tightness and indications of overheating. If the motor is large enough, Megger should be taken and recorded.

3. CONDENSATE RETURN SYSTEMS

Daily:  Check indicating lamps on generator controls and replace as necessary. Check all fittings for leaks. Check all condensate tanks for leaking in weep hole. Check all electrolytic corrosion inhibitors as necessary.
Monthly: Test high and low level alarms. Check operation of solenoid for proper operation. Check strainer in pump suction line. Clean or replace as necessary.

Annually: Check all electrical connectors for corrosion and tightness. Calibrate pressure gauges. Clean sight glasses. Replace if necessary.

3. GAS FIRED FURNACE

Daily: Inspect unit for unusual noise, vibration or leakage.

Monthly: Inspect filter for unusual noise, vibration or leakage.

Annually: Remove blower unit, clean and inspect for damage. Lubricate motor and/or fan bearings if required. Vacuum return air grille and plenum. Remove burner unit, clean and inspect for damage; brush and vacuum fireside of heat exchanger. Inspect heat exchanger and/or holes and cracks. Inspect flue and chimney for obstructions and/or leakage.

*Re-install all components and perform an operational check as follows:*

Check gas pressure at the burner manifold with a water manometer. Natural gas should not exceed three and one half (3.5) inches Water Column (WC). Liquefied Petroleum should not exceed eleven (11) inches WC. A properly trained technician may adjust the manifold pressure on a Natural Gas fired furnace. **He must not attempt to adjust the manifold pressure on a LP fired furnace. If the pressure on a LP fired furnace exceeds 11” WC shut the furnace down and notify the LP supplier. The supplier is the only one authorized to adjust this pressure.**

Check high temperature limit for proper operation. Check fan switch for proper operation. Inspect flame to insure proper combustion and that no impingement is occurring. Also check that the blower starts to insure that there is no blowing flame, indicating a cracked heat exchanger that was not found during the visual inspection. Check the operation of the electronic ignition if so equipped. After the stack is heated properly, check the draft hood over its entire length for proper draw.

3. ELECTRIC HEATERS

Daily: Inspect unit for unusual noise, vibration.

Quarterly: Lubricate fan motor if bearings are not sealed.

Annually: Prior to the heating season, perform ampere check on all heater legs to insure that all heaters are performing as designed. Check all thermostatic controls for proper operation. Check fan or sail switch for proper operation.

K. DOMESTIC HOT WATER HEATER

Daily: Inspect unit for unusual noise, vibration or leakage. Chemically test boiler water and treat as needed.
Weekly: Blow down. Open blow down valve full open and let heater drain until water runs clear.

Semi-Annually: Check all controls. Raise or lower as required, settings on temperature controls, high limit switch, safety gas valves, air switches, etc., to be sure they work. Return each control after check to its original setting. Check and clean low water probe.

Annually: Clean the water heater thoroughly. Remove the handhold plates and flush out the interior with a stream of water to remove any accumulated sludge and loose scale. If a scale buildup of over 1/16 inch is found, remove by mechanical or chemical means. Inspect magnesium anodes, if installed. Replace deteriorated anodes when necessary. Check condensate drain at rear of heater for stoppage. Remove debris. Wire brush and repaint rear chamber with aluminum paint. Examine flue and chimney to determine that there is not stoppage or leakage. Open burner manifold to check and/or clean pilot holes for stoppage. Lubricate motor if oil cups or grease fittings are present.

TESTING AND CERTIFICATION: Maintain to compliance with Chapter 4A-51 BOILER SAFETY, 554.103 FS. Correct all deficiencies on the Inspection Checklist.

H. CONTROLS

Building Air Compressor/Control Air Compressor

Daily: Inspect unit for unusual noise, vibration or leakage. Check oil level. Drain condensate manually.


Monthly: Check belt tension and adjust if necessary. Inspect oil for contamination and change if necessary. Inspect belt for wear and tension. Adjust/replace as needed. Operate safety valve on receiver manually. Tighten or check all bolts. Inspect systems for air leaks.

Quarterly: Check operation of low level or pressure switch if so equipped. Lubricate motor bearings if so equipped.

I. PLUMBING

1. Restroom Equipment – Daily visual check of all urinals, closet and lavatories for leaks, drips, slow drainage, chips and cracks and loose mounting. Check operation of all flush valves and faucets. Adjust or repair as necessary.

2. Water Coolers – Semi monthly check operation of all coolers for water pressure, cooling, drainage and exterior damage to cabinet.
3. Kitchen Equipment – Semi-monthly check operation of ovens, ranges, grills, fryers, warmers, conveyors, dishwashers, freezers, and coolers. Exhaust hoods are inspected for operation and certified by an independent contractor. Sanitation of hoods is performed by an independent contractor.

4. Piping – Semi-annually inspect all piping for leakage and correct as needed. Manually check all valves for proper operation.

5. Laboratory Connections – Monthly, check all faucets and drain connections for leaks. Check hoods for proper exhaust operations.

6. Sump Pump - Weekly, inspect sumps to assure level is being maintained by the pump. Monthly, manually start pump and check for proper operation including checking valves and piping.

J. FIRE EXTINGUISHERS AND ALARM SYSTEMS

1. Sprinkler System – Annual inspection and certification by independent contractor in compliance with local, county, and state fire codes.

2. Stand Pipes and Hoses – Visually inspect stand pipes monthly. Hoses are inspected and certified semi-annually by independent contractor. Stand pipes and fire plugs are blown off annually and checked for flow and operation.

3. Portable Extinguishers – Monthly, check all extinguishers for proper pressure, retaining bands on actuating handles, physical condition of enclosure and proper identification. Semi-annually inspection and certification to be performed by independent contractor in compliance with fire codes.

4. Alarm and Smoke Detection – Visually check control panels and individual sensing units on a monthly basis. Semi-annually, when classes are dismissed, simulate fire or smoke conditions to test alarm system reliability.

5. Special Systems (Halon/Kitchens) – Kitchen Halon systems inspected and certified semi-annually by an independent contractor.

TESTING AND COORDINATION: Maintain compliance with local Fire Extinguisher Code as Determined by local Fire Marshall. Provide assistances to fire alarm test contractor. All fire alarm tests and inspection shall be performed in accordance with NFPA 72 and local codes for each type of detection/suppression system.

DIVISION XIII – ELECTRICAL SYSTEMS

A. High Voltage System - Conduct biannual inspections of the transformer switch gear and clean any debris from the vault.

B. Electrical Distribution
1. Panels – Annually inspect, test, clean and tighten all panels. Check for proper breaker installation. Ensure switches are in place and install blanks if required.

2. Wiring and Disconnections – Annually, visually inspect wiring and entering and leaving panels, junction boxes and circuit disconnects for discoloration, nicks and abrasions.

3. Switches, Plugs and Receptacles – Annually inspect and check operations of all switches, plugs and receptacles, looking for faulty contacts, loose connections, and open grounds. Check operation of all ground fault interrupter devices.

C. Lighting

1. Fluorescent and Incandescent – Continually monitor all buildings for burned out tubes and bulbs replacing as necessary.

2. Outdoor Lighting – Weekly, check control circuits introducing photocells, timers, and manual by-pass switches for proper operations. Repair or replace any malfunctioning components. Continually replace all burned out bulbs as needed. Contact TECO when appropriate.

3. Special (Theatre and Athletic) – Semi-annually check operation of theatre stage and house control systems. Replace burned out house lights. Check operation of gym and pool lights and tennis court lights. Replace or repair any malfunctioning components.

D. Emergency Generator Power

There is no back up or emergency power system for operation of all or any part of the campus in the event of a total power failure. Generators are available for emergency use providing power for operation of elevators, sump pumps, and to make repairs if possible. The generators are serviced and ready for operation on demand. They are started and operated under load quarterly. UPS systems will also be inspected quarterly. Exercise emergency generator monthly.

E. Fire Alarm Systems

Provide assistances to fire alarm contractor. All fire alarm tests and inspection shall be performed in accordance with NFPA 72 and local codes for each type of detection/suppression system.

DIVISION XIV - HOUSEKEEPING

A. Seating – Theatre, Meeting Rooms, Cafeteria, Gym

Depending on frequency of use, weekly vacuum and check seats in the theatre and meeting rooms. Repair damaged or malfunctioning chairs.

Daily clean and check chairs in the Cafeteria. Repair damaged chairs as required.

Depending on the frequency of use, daily clean and dust bleacher seating in gymnasium and outdoor spectator areas. Pull out telescoping bleachers and clean behind them. At
the beginning of each semester, pull out telescoping bleachers and inspect for damage. Repair defect as required. Contact vendor to repair.

B. Corridors, Classrooms, Offices and Entrances

Clean and buff vinyl floors daily or as needed.
Strip and wash all vinyl floors annually or as needed.
Spot clean walls daily.
Clean all walls weekly or as needed.
Inspect and repair broken and loose floor tiles.
Vacuum carpets daily or as needed.
Spot clean carpets as needed.
Shampoo carpet in all public areas each semester or as needed.
Inspect for and repair torn, frayed and badly worn carpeted areas.
Dust, wet mop and buff all terrazzo surfaces annually or as needed.
Strip and wash all terrazzo surfaces annually or as needed.
Clean all windows and entrance glass daily or as needed.
Empty all wastebaskets, damp wipe clean and replace plastic liner daily.
Clean and wash all furniture as needed.
Clean all chalkboards, marker boards and erasers daily or as needed.

C. Restrooms and Locker Rooms

Clean and disinfect all fixtures and showers daily or as needed.
Wet mop and buff floors daily or as needed.
Wash down all ceramic tile walls and ceilings and treat with mildew retardant solution daily or as needed.
Clean and flush all floor drains and treat with drain cleaner daily or as needed.
Dust all ledges, picture molding, picture frames, Venetian blinds, walls, ceiling vents and air diffuses as needed. Clean and reorganize all custodial closets at the beginning of each semester or as needed.

D. Cleaning Machines and Equipment
Floor cleaning machines are to be cleaned as needed. The power cord, brush attachments and brush plate are to be checked for wear and damage. All machines with excessive wear and/or unsafe conditions are to be repaired.

Shampoo machines are to be drained and flushed; making certain the drain plug is replaced and securely tightened. Clean and inspect power cord for damage. Store shampoo machine in proper position. All malfunctions to be corrected as required.

After each use, all vacuum cleaners are to be emptied. The belts, brush rollers and fan chambers are to be checked and cleaned of all debris.

E. Gymnasiums/Fitness Centers

Wooden gym floors are to be dust mopped and spot cleaned using a waterless cleaner as needed.

Check finish for wear areas annually.

Refinish wood floors to prevent excessive wear that exposes wood to view.

F. Hazardous Materials

Check that hazardous materials are stored in appropriate storage container/facility monthly.

Provide appropriate ventilation for all stored hazardous materials.

G. Pest Control

Check monthly for appropriate pest control bait is properly applied or located
APPENDIX A

RECOMMENDATION FORM

As you use these procedures during the year you may encounter situations, procedures, activities, etc., which should be included in this booklet or which should be modified. In the space provided below please provide a description of the change you are recommending/suggesting along with an explanation of the reason for the change. This document should then be forwarded to your supervisor who will insure it flows through channels to be considered when the plan is subject to its annual evaluation.

Thank you.

DIVISION/SECTION:

PAGE NUMBER:
Description of the change you are recommending/suggesting:

Reason change is needed:

Name and Title:

Supervisor:
# APPENDIX B

## PERIODIC MAINTENANCE SCHEDULE/CHECKLIST:

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- **Q** – QUARTERLY
- **S** – SEMI-ANNUALLY

*PAGE 1 OF 4*
APPENDIX B (Con’t)

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<td>Switch, Plug &amp; Recept.</td>
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KEY:  
D – DAILY  
W – WEEKLY  
M – MONTHLY  
Q – QUARTERLY  
S – SEMI-ANNUALLY

PAGE 3 OF 4
APPENDIX B (Con’t)

PERIODIC MAINTENANCE SCHEDULE/CHECKLIST:

ROOM/BUILDING:  DATE:  
CAMPUS/CENTER:

<table>
<thead>
<tr>
<th>TASK/EQUIP</th>
<th>DUE DATE</th>
<th>D</th>
<th>W</th>
<th>M</th>
<th>Q</th>
<th>S</th>
<th>A</th>
<th>OTHER SCHEDULE</th>
<th>WITHIN TOLERANCE</th>
<th>FOLLOW UP TEST</th>
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<td>Machine &amp; Equipment</td>
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<td>Exit Signs</td>
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<td>Emergency Lights</td>
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PAGE 4 OF 4
APPENDIX C
Physical Facilities Department Work Request Form

<table>
<thead>
<tr>
<th>Work Order Number</th>
<th>Building</th>
<th>Room/Space</th>
</tr>
</thead>
</table>

Briefly describe work to be completed. Attach a drawing if necessary.

Note: Only one item per Work Request.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Originator (Please Print) ____________________________ Extension __________ Date __________

Unit Administrator Approval ____________________________ Extension __________ Date __________

Vice President Approval ____________________________ Extension __________ Date __________

Vice President: Submit work request to the District Physical Facilities Office for review and disposition.

Physical Plant Use Only

Assigned To: ____________________________

Department: ____________________________ Equipment Tag #: ____________________________

Trade: ____________________________

Closing Status: U( ) F( ) C( )

Completed By: ____________________________

Employee #/Initials __________ Labor Hours __________ Date __________

Work Order Numbering System

Ybor City - will use: YB001, etc

Plant City - will use: PC001, etc
EMERGENCY ELEVATOR EVACUATION

Emergency evacuation of passengers from stalled elevators should only be attempted by trained personnel and only under extenuating circumstances by those recognized as possessing the appropriate training:

LEVEL I

Sequence of Events in Actual Emergency Situation:

' Calls from trapped Elevator Passengers are received by Security.
' Security Personnel contacts Maintenance Personnel and Elevator Maintenance Co. during normal working hours
' Security Personnel to contact Elevator Maintenance Co. during off hours (Elevator maintenance to respond within 30 to 60 minutes)
' HCC Personnel to maintain communications with trapped passenger(s) at all times.

LEVEL II (Discretionary Steps)

While awaiting the arrival of Elevator Personnel College Personnel who have received the College’s Elevator Training may perform the following:

1. Attempt to operate the elevator with the hall call button.
2. Have the elevator passengers push the door open button.
3. Attempt to recall the elevator using the keyed Fireman’s Service switch.
4. Turn the mainline disconnect in the elevator machine room to the OFF Position and then back to the ON position, then again attempt #1 and #2 above.

HCC Maintenance/Security Personnel are to assist Elevator Maintenance Personnel upon arrival.

LEVEL III (Emergency Evacuation Required)

HCC Personnel are not to attempt Emergency Evacuation unless:

' The elevator firm cannot respond in a timely fashion, and/or:
' Person(s) in the stalled elevator have a emergency medical condition
' The building is under an emergency evacuation (fire, bomb threat, etc.)
' Power outage is expected to exceed two hours

If emergency evacuation is required as determined by The Campus President, District Vice President or his or her Designee to make such decisions:

* Contact Fire Rescue

FOLLOW ASME A17.4 – GUIDE FOR EMERGENCY PERSONNEL
The following is a summary to use as an abbreviated reference guide:

TURN MAIN DISCONNECT IN ELEVATOR MACHINE ROOM TO THE OFF POSITION – Lock out/tag out or station a person to monitor the disconnect to ensure that it remains in the open (off) position.

MANUAL LOWERING – ONLY TO BE USED IN DIRE EMERGENCIES!!!!
Ensure power is locked out/tagged out or monitored OFF.
Ensure that all elevator doors (inside and out) are fully closed.
Open manual lowering valve, listen as the elevator lowers. When the sound of lowering stops, re-close the valve; open the lowest landing hall door, open the car door, and assist the passengers out. Use caution as the elevator will be 3-12 inches below floor level.

After evacuation, leave all outer doors closed, and leave the elevator disconnect switch in the OFF position.

NOTE: The emergency evacuation of elevator passengers is a potentially hazardous operation that should be performed by trained personnel authorized by the College to perform such operations.
The following represent W/MBE Subcontractors for the project:

<table>
<thead>
<tr>
<th>SCOPE OF WORK</th>
<th>SUBCONTRACTOR</th>
<th>W/MBE</th>
<th>ORIGINAL AMOUNT</th>
<th>%</th>
<th>FINAL AMOUNT</th>
<th>%</th>
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<td>Concrete Work</td>
<td>Joswig Construction</td>
<td>Women</td>
<td>27,590</td>
<td>3.39</td>
<td>56,076</td>
<td>6.89</td>
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<td>Drywall</td>
<td>Erod Enterprises</td>
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<td>46,650</td>
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<td>Plumbing</td>
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<td>$318,457</td>
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Guaranteed Maximum Price = $813,750.00
Appendix H
Hillsborough Community College
Educational Facility Construction Program Standards

PROGRAM PHILOSOPHY

Hillsborough Community College design philosophy for facilities incorporates the “form follows function” philosophy and that all facilities shall be designed to provide cohesive flexible spaces to house educational programs and support activities.

PROGRAM GOALS

Provide functional and programmatically cohesive spaces to house students, faculty and staff as we’ll all other additional educational program requirements. Hillsborough Community College will incorporate Florida Green Building Coalition (FGBC) and Leadership in Energy and Environmental Design (LEED) standards and guidelines in all renovation, remodeling as new construction projects. Interested firms must have in house staff experienced and certified in applying FGBC or LEED construction practices and methodologies.

GENERAL PROGRAM REQUIREMENTS

1. The architect shall be responsible for seeing that the construction meets or exceeds applicable minimum standards for physical handicapped, as set forth Chapter 553 F.S., Florida Building Code Chapter 11, Florida Accessibility Code for building Construction, and Section 423 of the Florida Building Code, State Requirements for Educational Facilities (SREF).

2. Equipment that is free standing and movable, such as office furniture that requires minimal installation needs to be considered by the Architect in his design and specifications for bidding. Significant freestanding equipment is to be shown on the Design Development phase of submittal document. The College will decide, with the advice of the Architect, which items are to be purchased and installed by the College and which will be included in the Construction Contract.

3. The College will purchase furniture that is free standing for office use. The College will be responsible for coordinating owner-purchased equipment sizes and service requirements with the Architect.

4. Typical interior walls are to be stud with painted drywall. Floor covering shall be tile, carpet or specialized material as may be indicated or appropriate.

5. Doors should have glass panels or sidelights, accept as indicated on specifications.

6. Laboratory and classroom shall be wired for telephone and data outlets for computers.
7. Provide wall-mounted white board and chalkboard in laboratories and classrooms.

8. Unless otherwise specified all rooms (with exception of toilet, custodial and lavatory rooms) are to be have carpet tile.

9. All spaces are to meet all applicable minimum requirements of the Americans with Disabilities ACT (ADA) and State of Florida Accessibility Code for accessibility, safety and emergency warning devices.

10. Lighting shall provide a minimum foot candles as stated in Section 423 of the Florida Building Code, glare free at working level and shall be lay-in fixtures with watt-miser bulbs and energy efficient ballast.


13. Lighting, natural and artificial, must be sufficient at all areas to allow careful observation of OSHA and NFPA 101, Life Safety Code standards for safety and egress. Fire extinguishers shall be in built-in wall cabinets mounted per Florida Fire Prevention Code, SREF and NFPA requirements.

**GENERAL PURPOSE CLASSROOMS STANDARDS**

**Purpose** - Hillsborough Community College general purpose classrooms shall each provide an educational environment in which teaching and learning through lecture and discussion are encouraged and facilitated. These classrooms should serve the broadest range of disciplines and programs. Adult students of all ages enrolled in credit and non-credit courses will attend courses conducted in these general classrooms. Special purpose classrooms and laboratories will adhere to these same learning environment standards as well as the specific standards outlined for each individual room and or laboratory so as to provide the best means possible for conducting the applicable program.

**Standards**

1. Be easily located and convenient for students and faculty.
2. Be visually and acoustically isolated from noise or distracting stimuli.
3. ADA provisions must be made to allow handicapped students to have access and have a fully functional workspace.
4. Allow a wide range of instructional methodologies, provide flexibility in arrangement of seating, encourage student-instructor interaction, and facilitate the use of Audio- Visual and computer-aided instruction.
5. Provide adequate infrastructure to support and allow full operation of (blocking, bracing, network cabling and ports, power outlets, etc.) for equipment listed.
6. Provide for emergency exit from each classroom.
### College Standard 21st Century Classroom Equipment List

<table>
<thead>
<tr>
<th>Brand</th>
<th>Model</th>
<th>Specifications</th>
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<tbody>
<tr>
<td>Epson</td>
<td>EMP821p</td>
<td>2600 lumen, xga projector (3rd yr warranty depot service)</td>
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<tr>
<td>BMS</td>
<td>LCDLOCIAVI</td>
<td>Anti-theft Projector mount</td>
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<tr>
<td>Smartdesk</td>
<td>IDT-603030-CA9</td>
<td>Teaching station with rack rails and access panel</td>
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<td>Extron</td>
<td>60-668-01</td>
<td>MPA 122 Projector mount amplifier</td>
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<td>Extron</td>
<td>70-372-11</td>
<td>AC module mini AAP (black)</td>
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<td>60-573-12</td>
<td>MLC104 IP AAP (black)</td>
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<td>CPM103 3 gang mini AAP plate (black)</td>
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<td>Seven gang surface mount box (black)</td>
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<td>70-317-11</td>
<td>Captive cable kit mini AAP (black)</td>
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<td>Extron</td>
<td>26-566-02</td>
<td>6' VGA cable with audio</td>
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<td>60-754-02</td>
<td>DVMC-50 DVD/VCR Controller (black)</td>
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<td>Extron</td>
<td>60-046-02</td>
<td>VGA distribution amplifier/line driver</td>
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<td>Extron</td>
<td>70-367-01</td>
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<td>RJ-45 LAN mini AAP</td>
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<td>Chief</td>
<td>CMA-440</td>
<td>Ceiling grid adaptor</td>
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<td>Triplite</td>
<td>ISOBLOK 2-0</td>
<td>SURGE SUPPRESSION DUPLEX</td>
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<td>Middle Atlantic</td>
<td>RC-3</td>
<td>Clamping rack shelf for DVD/VCR</td>
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<td>Sony</td>
<td>SLVD-570H</td>
<td>DVD/VCR</td>
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<tr>
<td>Extron</td>
<td>60-532-01</td>
<td>MLS 112 Multi-format switcher</td>
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<tr>
<td>BMS</td>
<td>MTL</td>
<td>Anti-theft locking PC enclosure</td>
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</tbody>
</table>
### Minimum General Classroom - Descriptions/Characteristics

1. Unless otherwise specified, classrooms floors will be covered with carpet tile or Vinyl Composition Tile (V.C.T.).
2. Lighting must be energy efficient, sensor switched, sufficient to provide required candle power for all student stations, and have dimming capable controls.
3. Multi-panel dustless white marker boards shall be provided on the front wall and on one sidewall of the classroom clearly visible from all student stations. Classroom, 800 sf or larger 4’ x 16’ in front wall and 4’ x 12’ on side wall. Classroom smaller than 800 sf 4’ x 12 in front wall 4’ x 8’ on side wall.
4. There shall be 2 bulletin boards/tack boards (minimum of 48 S.F.) built-in projection screen; ceiling mounted video projector with video controls at the instructor’s desk/bunker and wall space for mounting charts and maps.
5. Unless otherwise stated, projector screens shall mounted in corner opposite the instructors’ station at an angle that will allow all students to see it.
   Screens sizes: Classroom smaller than 750 sf or smaller 60” X 80”
   Classrooms larger than 750 sf 72” X 96”
6. Classroom doors shall have an integral sidelight
7. Classroom interior and corridor walls shall be acoustically deadened (soundproofed) and designed for very low maintenance (high grade washable painting), that will allow aesthetically acceptable display of educational materials.
8. Sound speakers system shall be built into the ceilings to allow for Audio Visual projection.
9. Rooms shall have a room number and identifying name mounted at the appropriate height on the opening side of the door.
10. Adequate emergency exits shall be provided from each classroom as specified in Florida Fire Prevention and Life Safety Codes.
11. Computer classrooms shall be wired for networking of computers and have adequate number of electrical and data receptacles to support the number of computer stations planned for.
12. Classrooms must have a minimum of one telephone outlet located in close proximity to the instructors’ desk.
In addition, all classrooms and laboratories must comply with the following:

1. Be identified with room number and identifying name.
   Provide for adequate emergency exit from each classroom as specified in SREF.
2. Be adequately lit with energy efficient lighting with dimming control ability for video presentations
3. Computer laboratories shall be wired for networking of computers and have adequate number of electrical and data receptacles for number of computers stations planned.
4. Unless otherwise specified, computer laboratories shall have built-in fixed instructor stations.
5. Have a minimum of one telephone outlet

OFFICES-CONFERENCE/WORKROOMS ROOMS and
STORAGE/CUSTODIAL CLOSETS

Offices shall contain the following:

1. Be identified with room number and identifying name.
2. Be wired to allow networking with computers.
3. Have a minimum of one data and one voice telephone outlet for each occupant.
4. Faculty offices shall be two occupant type and size (165 nsf).
5. Meet ADA standards for accessibility.
6. Be carpeted.
7. Contain one duplex electrical outlet per wall and every six feet.
8. Be adequately lit with energy efficient lighting.
9. Have solid doors unless glass panels or sidelights are specified.

Conference and Workrooms Rooms shall:

1. Be identified with room number and identifying name.
2. Have doors with glass panels or sidelights.
3. Have cable connection to allow video reception from the Network.
4. Have telephone and computer connections.
5. Meet ADA standards for accessibility.
6. Have a wall-mounted white board.
7. Be carpeted.
8. Have a minimum of one duplex electrical outlet per wall and every six feet.
9. Have adequate energy efficient lighting.

Storage and Custodial Closets shall have:

1. Built in shelving and bins with a flat storage area for fluorescent bulbs.
2. A smoke/heat detector connected to the alarm system.
3. Adequate lights with protective covers.
4. Tiled floor.
5. Custodial Closets shall have a sink with cold & hot water fixtures.
6. Be identified with room number and identifying name.
7. Have solid doors.
Lavatory and Bathroom Facilities shall:

1. Be identified with room number and identifying name.
2. Meet all current ADA, building, and safety codes in force at the time of renovation, remodeling or construction.
3. Group toilets rooms shall not be able to be locked from the inside.
4. Group toilet rooms shall have a hose bib.
5. Have adequate lights with protective covers.
6. Have solid doors that open in direction of egress.

NOTE: These standards are not intended to be all-inclusive. All other code requirements specified in Sections 305 or 423 of the Florida Building Code must be complied with.