Physical Plant

Introduction

The Physical Plant component of the F
comprised of the following areas: 1) S
Architectural Barrier Removal and Seis

Scheduled Maintenance/Speci

Introduction

The Scheduled Maintenance and Spec
Maintenance Program when establishe
repair and maintenance of facilities an
an environment conducive to learning,
operations.

This program assists districts by sharir
costly maintenance projects required o
uses the district's annual Scheduled M
costs.

The Scheduled Maintenance 5-Year Pl
preventive and scheduled maintenanc
In addition, districts submit individual p
each project. Some of the more comm
replacement or repair of roof, utility, or
floors, ceilings and hardware; exterior/i
erosion control; and resurfacing of tenn
roadways.

Matching Funds – Fiscal Year

**The 2016-17 Budget Act does not re
scheduled maintenance, architectur
retrofit.** The district match must be fro
matching funds from other state progra

Scheduled Maintenance 5-Yea

In order to be eligible for funding in the
the district must have submitted a curre
on December 2nd. Projects not contair
will not be eligible for funding unless ar
The Project Funding Proposal (PFP) is
to enter any PFPs.

Project expenditures incurred prior to the effective date of the appropriation will not be reimbursed.

District Project Management

The Physical Plant and Instructional Support budget language requirements may change yearly. The District staff should read the current budget act to familiarize themselves with those changes. It is the district's responsibility that funds are expended in accordance with the budget act language. The date by which funds must be expended varies depending on the budget language in a given year. Please review the latest budget act to see if there are any funding restrictions.

The PFPs are the working part of each district's contract with the state. Changes to the scope or cost must be approved by the FPU. Frequently districts will find that the budgeted amount will either be in excess of the project costs at bid award or will be insufficient to cover the lowest bid. If the cost included in the PFP is greater than the bid amount, the district may award the bid and at a later date request use of the bid savings for an alternative project. If the bid is greater than the costs estimated in the PFP, the district should notify the program monitor. The district will need to supply information to the FPU on why the bid is greater than the initial cost estimate and how the district plans on meeting the funding shortfall while addressing the scope of the proposal. This must take place **prior** to the issuing of the contract by the district.

Down scoping a project, use of savings from other projects or funding a phase of the project with savings from a different year's scheduled maintenance appropriation, or a greater local contribution are all viable solutions when bids come in higher than the cost estimated in the PFP. However, these solutions must be approved in writing by the Chancellor's Office prior to the issuing of the contract by the district.

The FPU may allow for the elimination of a project from the project list under certain circumstances. Typically, the situations are an emergency repair where the campus or a portion of the campus will be shut down unless emergency repairs are completed. The district shall make every effort to notify the program monitor as soon as possible of the need to substitute an emergency project in place of an approved PFP. The district will need written permission from the program monitor prior to issuing a contract. If the cause of the substitution was an emergency repair than the substituted project may be re-submitted with the next fiscal year's scheduled maintenance program proposals.

Scheduled Maintenance and Special Repairs Evaluation Criteria

The evaluation criteria used for developing the priority standing for the Scheduled Maintenance and Special Repairs program are:

- Type of project *(listed in order of state priority)*
  1. Roofs
  2. Utilities
  3. Mechanical
  4. Exterior
  5. All others that do not fit in the above types

- Severity of the problem – it is presumed that all projects are considered necessary and have been prioritized by the district based on the severity of the issue.

- Types of facilities:
  1. Instructional Classrooms and Laboratories
  2. Libraries
  3. Faculty and Administrative Offices
  4. Cafeterias
  5. Theaters and Physical Education Facilities
  6. Site Development (sidewalks, walkways, roads, etc.)
  7. Warehousing and Maintenance Facilities

- Age of the problem in relation to age of the facility.

- Existence of an ongoing district maintenance program, specifically a preventive maintenance program.

- Level of district maintenance commitment as a percentage of the total annual Operating Budget (Activity Account 6500) and the district's ability to provide matching funds (if match is required).

- Other factors as appropriate to the particular scheduled maintenance and special repair problems within the listed categories.

- Inclusion of project in district's Scheduled Maintenance Program 5-Year Plan. A revised 5-Year Plan may be necessary for emergency projects.

- Projects for those facilities which would not be state-supportable under the Community College Construction Act will not be considered in the Scheduled Maintenance Program (such as parking lots, stadiums, bookstores, and dormitories).

- Projects that contain both maintenance aspects and capital outlay features are to be pro-rated and will be considered on an individual basis. The cost of any work included within a project which is in addition to recognized scheduled maintenance work must be borne by the district.

Project Categories

- Roof

Repair

Replacement

- Utilities

Telephone Lines
Flush Valves
Irrigation Distribution Systems
Sewer Lines
Switch Gear
Electrical Panels

Fire Alarm Systems
Water Systems
Lighting
Plumbing
Elevators
Data System Lines

- Mechanical

Air Compressors
Chillers
Boilers
Energy Management Systems
HVAC (heat, vent, and air cond.)
Exhaust Hood Systems

Swamp Coolers
Cooling Towers
Fan Coils
Clock Systems
Sound Systems

- Exterior

Painting
Replace Siding Buildings
Doors (paint and replace only)

Windows
Resurfacing (swimming pool)

- Other

Lock system
Roads
Sidewalks/Walkway
Flooring Replaced
Tennis Courts
Signage
Interior Doors (replace doors, locks, and hardware)

Bleachers
Resurfacing Floors
Replacement Lockers
Non-mechanical Equipment Replaced
Area Grading

California Code of Regulations, title 5, section 57001.5(d) – *A project shall not include the planning or construction of dormitories, student centers other than cafeterias, stadia, the improvement of sites for student or staff parking, or single-purpose auditoriums.*

This is not an exhaustive list; other items may be considered in each category on a project-by-project basis.