

# Facilities Planning & Operations



**GENERAL SESSION 2**

June 8, 2001



# New Staff

- Arlene Calibo, Administrative Analyst – District
- Devitt Hartney, Sr. Maintenance Engineer – District
- Pablo Santa Maria, Custodian - CSM
- Viviana Guerrero, Office Assistant II - District
- Paula Reyes-Garcia, Project Manager – District
- Rosendo Zamora, Custodian – Cañada
- Diane Martinez, Interim Campus Supervisor, CSM
- Michael Heap, Maintenance Engineer – CSM
- Richard Jolly, Interim Lead Grounds - CSM
- Cesar Vargas, Custodian – CSM
- Alfonso Gil-Carbajal, Custodian – CSM
- Robert Revo, Grounds - CSM
- Paula Bray, Campus Supervisor – Skyline
- Calvin Lambert, Interim Cust. Supv. - Skyline
- David McCargar, Grounds – Skyline
- Stanley Young, Grounds – Skyline
- Alvaro Benitez, Custodian – Skyline
- Manuel Henriquez, Custodian – Skyline
- Rhi Thai, Custodian - Skyline

# Recognition & Service Awards

## ■ 20 Years of Service

- |                       |         |          |
|-----------------------|---------|----------|
| ■ Juventino Rodrigues | CSM     | 01-19-81 |
| ■ Michael Miraglia    | Cañada  | 02-02-81 |
| ■ Johnnie Henderson   | Skyline | 05-14-81 |
| ■ Terry Tindell       | CSM     | 09-29-80 |
| ■ Rigoberto Guzman    | CSM     | 10-27-80 |

## ■ 15 Years of Service

- |                  |         |          |
|------------------|---------|----------|
| ■ Oscar Siquenza | CSM     | 01-10-86 |
| ■ Michael Zan    | Cañada  | 05-05-86 |
| ■ Buu Khuu       | Skyline | 10-01-86 |


## ■ 10 Years of Service

- |                  |         |          |
|------------------|---------|----------|
| ■ Robert Spacher | Skyline | 09-24-90 |
| ■ Kamla Bucceri  | Skyline | 11-01-90 |



# Mission Statement


To provide professional, responsive & quality facilities planning & maintenance service to the San Mateo County Community College District.





# Vision Statement


Develop a quality & professional facilities team that will provide first rate custodial, grounds & engineering maintenance service to the college community



“The pride of the campus”

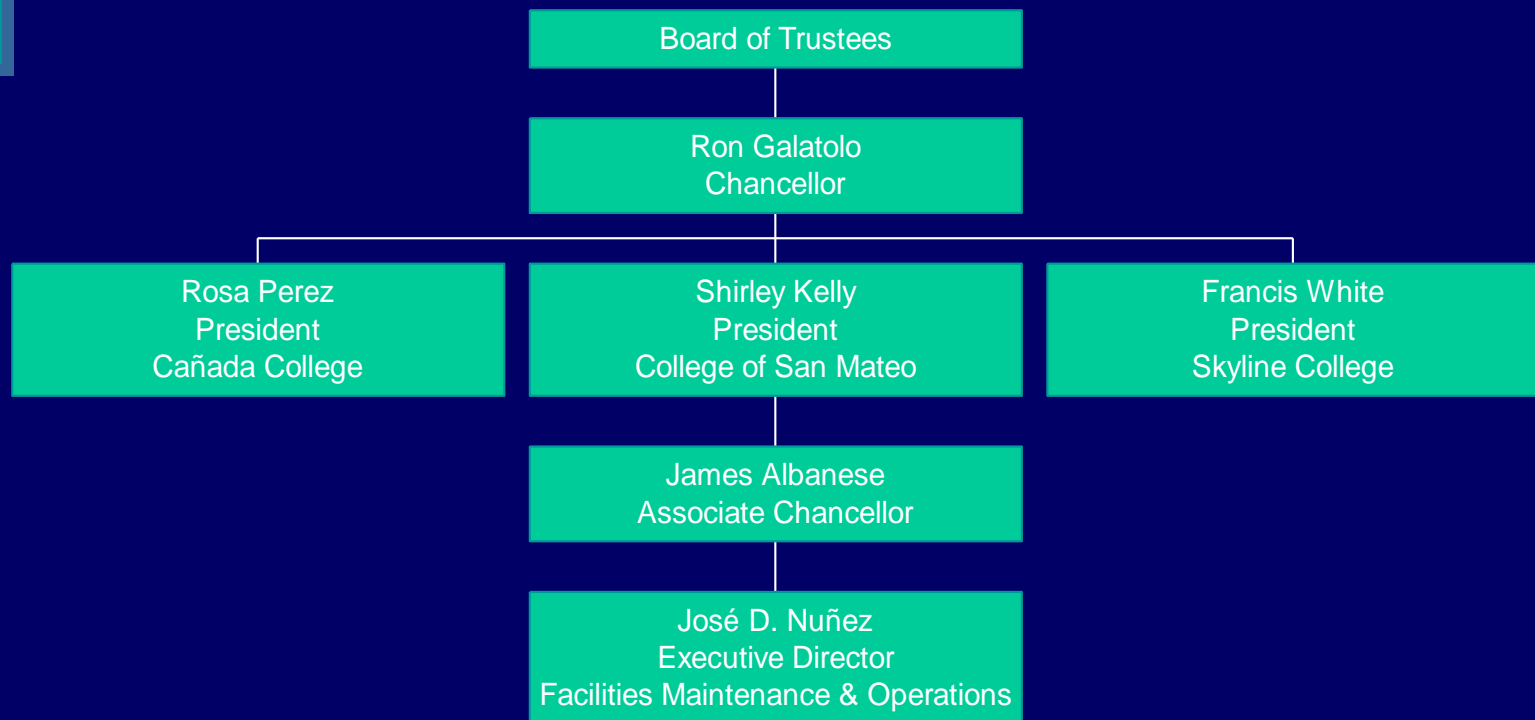


# Goals

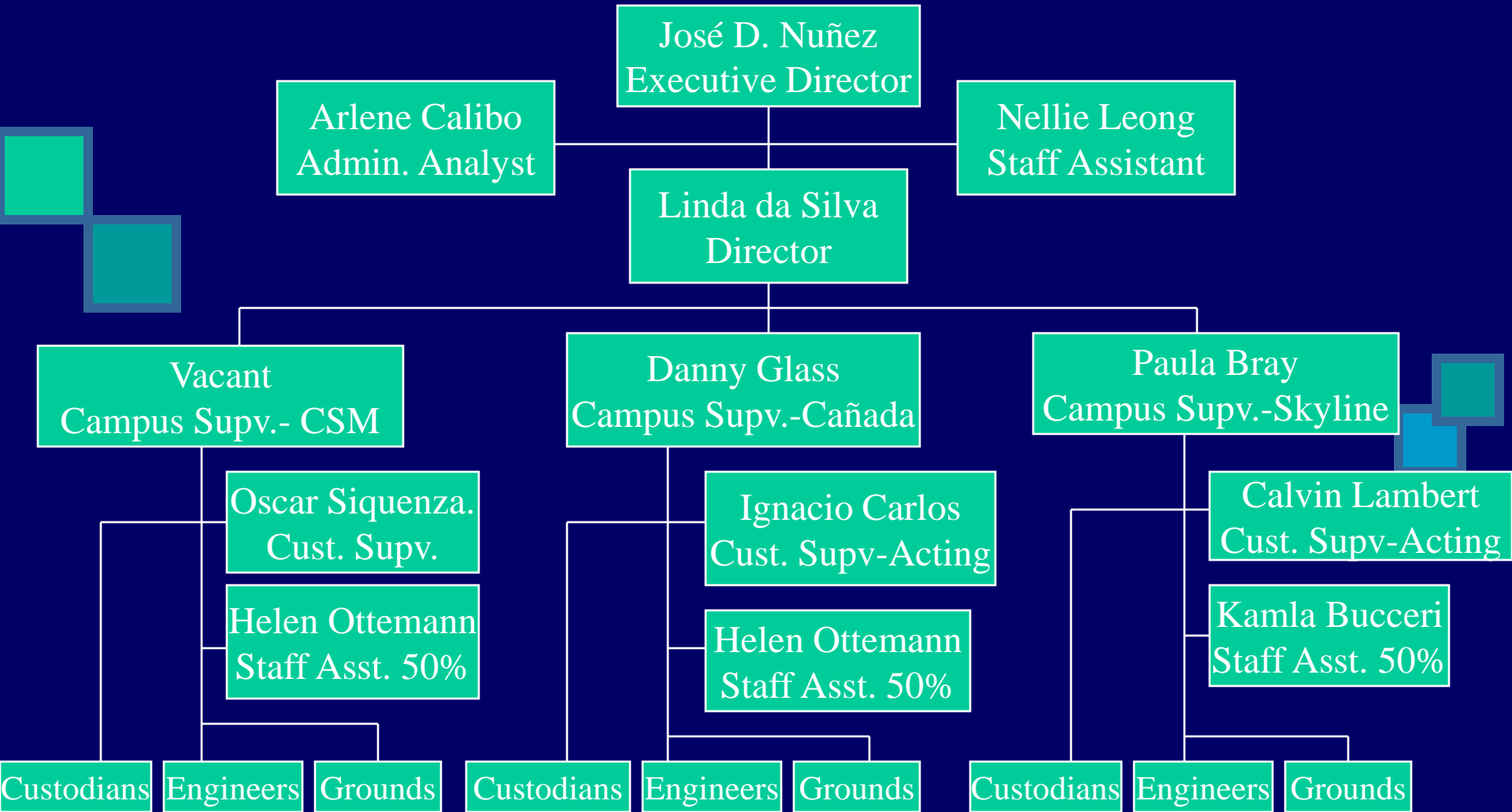
- Enhance the appearance and cleanliness of campus facilities & grounds
  - Enhance the flow of facilities information to the staff and campus community
  - Enhance the professionalism & training opportunities of the facilities team
  - Improve the responsiveness and completion of work orders & emergency calls
- 

# Organizational Chart

San Mateo County Community College District



# Facilities Team





# Facilities Team Composition

	Cañada	CSM	Skyline	District
Campus Supervisor	1	1	1	
Custodian Supervisor	1	1	1	
Office Assistant	.5	.5	.5	
Custodian	10	18	12	
Grounds	3	8	4	1
Engineers	3	5	3	4
Painters				2

# Population Served

(Fall2000-Spring2001)

SMCCCD	Student Headcount	Student FTES	Staff FTE
Cañada	5,678	3,564	208.55
CSM	10,984	8,797	413.13
Skyline	8,781	6,547	317.87
Chancellor's Office	0	0	142.42
Summary	25,443	18,908	1,081.97

# Demographics (00-01)

	Facilities Staff	Campus Acreage	Building ASF	Gross Square Feet	Building Count
Cañada	18	132	156.268	246,431	10 (4 portables)
CSM	34	154	377,687	566,521	34
Skyline	22	125	234,106	333,162	13 (6 portable)
District	5	N/A	15,352	25,709	1 (1 portable)
Summary	79	411	786,413asf	1,171,823gsf	58 (11 portables)

\* 3 Offsite Centers

# Demographics

	Facilities Staff	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking	Headcount	Student FTES	Staff FTE
<b>Cañada</b>	18	132	246,431	156,268	10 (4 portables)	1700	5332	3506	209
<b>CSM</b>	34	154	566,521	377,687	34	4230	10872	8388	413
<b>Skyline</b>	22	125	333,162	234,106	13 (6 portables)	1636	8573	6378	318
<b>Chancellor's Office</b>	5	N/A	25,709	15,352	1 (1 portable)	Incl. in CSM	0	0	142
<b>Summary</b>	79	411	1,171,823	786,413	58 (11 portables)	7566	24777	18272	1082

\* 3 Offsite Centers

# Property Values

	Gross Square Feet	Real Property Replacement Cost	Personal Property Replacement Cost	Total Property Replacement Cost
Cañada	246,431	\$45,040,018	\$14,157,010	\$59,197,028
CSM	566,521	\$85,853,981	\$20,401,148	\$106,255,129
Skyline	333,162	\$69,313,986	\$16,815,145	\$86,129,121
District	25,709	\$ 3,314,271	\$651,961	\$3,966,232
Total	1,171,823gsf	\$203,522,256	\$52,025,264	\$255,547,510

Values dated 12-27-2000




# Capital Projects (FY00-01)



## Cañada

- West Ed
- DSPS Relocation
- Computer Lab Bldg 13
- Carpeting
- Exterior Painting
- Roofing

## Skyline


- 
- Health Careers
  - Bldg 2 Student Services – Bldg 7 Physics Lab
  - Soccer Field
  - Underground Heating Pipe Replacement
  - Cosmetology Remodel



# Capital Projects (FY00-01)



## CSM

- Bldg 6, 16, 18 Remodel
  - Exterior Painting
  - Roofing
  - Planetarium
  - Choral Room Remodel Phase II
  - Theater
  - Football & Baseball Infield
  - Security Remodel
  - A & R Remodel
- 

## District Wide

- Parking Striping

# Cañada Preferred Option





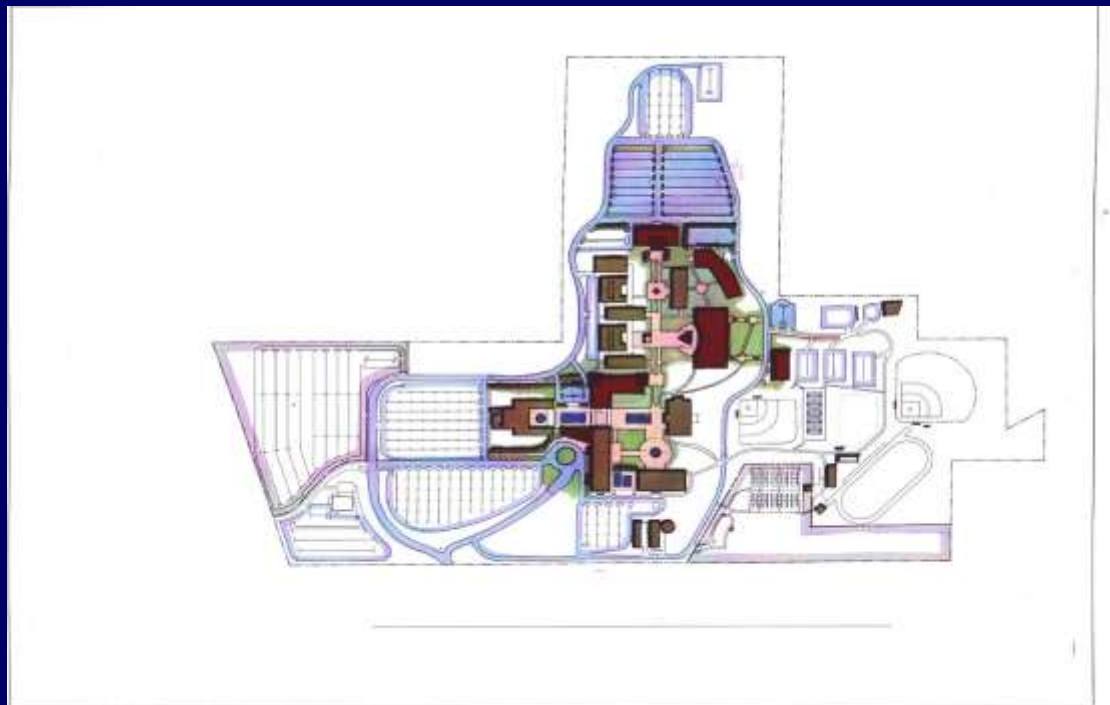


# Cañada College Potential Construction Projects

Learning Resource Center  
Student Services  
Athletic Field Facility  
Campus Maintenance Center  
Gateway Entrance  
Temporary (Swing) Space



# CSM Preferred Option





# College of San Mateo Potential Construction Projects

Science Center

Consolidation of Instructional Support

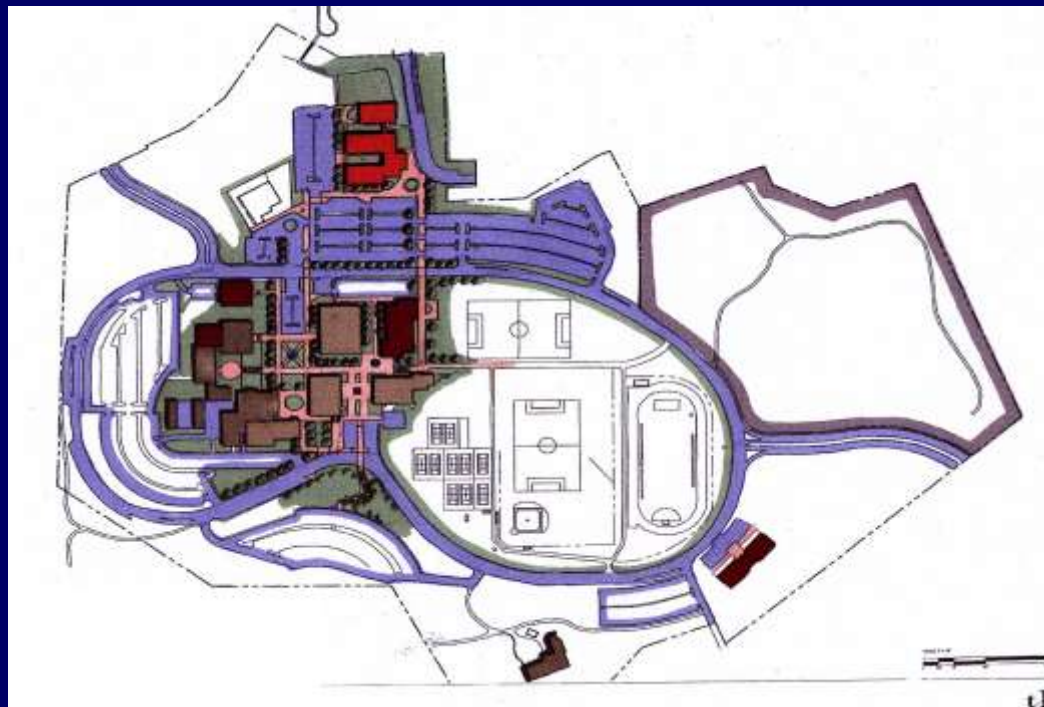
Regional Public Safety Center

Vocational Technology & Communications

Gateway Entrance

Temporary (Swing) Space

# Skyline Preferred Option





# Skyline College

## Potential Construction



Childhood Development & Education

Vocational Technology (Notch)

Science Center

Student Union

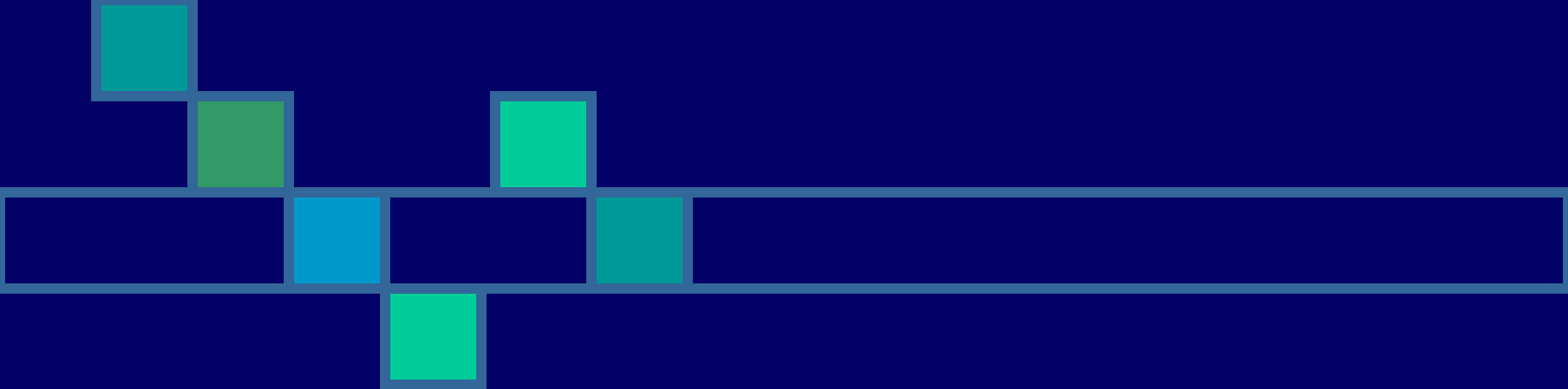
Auto Tech (Transmission) Facility



Campus Maintenance Center

Gateway Entrance

Temporary (Swing) Space



# RENOVATION & REPAIR AUDIT



Interim Report



# San Mateo CCD Totals Renovation & Repair Audit Summary

Cañada College	\$43,689,300
College of San Mateo	\$121,349,850
Skyline College	<u>\$62,183,000</u>
San Mateo CCD Total	<b><u>\$227,222,150</u></b>

# Cañada College Renovations

Building Number	Building Name	Building Abrv	Const Year	Gross SF	Renovation Cost Based On Existing Use
1	PHYSICAL EDUCATION	PHY ED	1968	39,500	\$3,526,300
2	STORE CLASS STORAGE	STCLST	1976	8,237	\$1,046,900
3	FINE ARTS	FI ART	1968	63,299	\$7,327,800
5	STUDENT CENTER	STUCEN	1968	30,218	\$4,274,500
6	LIBRARY	LIBRY	1968	6,698	\$1,117,500
8	ADMINISTRATION	ADMIN	1968	6,650	\$915,300
13	ACADEMIC CLASSROOM	CLSSRM	1968	31,473	\$5,545,900
16	SCIENCE	SCI-16	1968	16,972	\$2,505,600
17	SCIENCE	SCI-17	1968	12,147	\$2,161,000
18	SCIENCE	SCI-18	1968	25,542	\$5,045,500
99	PORT CHILDCARE	CHDCRE	1998	1,920	-
100	DOWNTOWN CENTER	RWCCTR		3,775	\$843,900
	Total			246,431	\$34,310,200



# Cañada College Repair Projects

<b>Roofing Replacements</b>	-
<b>Asbestos Removal</b>	<b>\$1,191,100</b>
<b>Exterior Painting</b>	-
<b>Fire Alarm System</b>	<b>\$985,800</b>
<b>Parking and Roadways</b>	<b>\$1,545,900</b>
<b>Exterior Lighting - Parking and Roadways</b>	<b>\$286,700</b>
<b>Network Infrastructure Improvements</b>	<b>\$410,500</b>
<b>Replace Telephone System</b>	<b>\$286,700</b>
<b>Asphalt Walk Repair</b>	<b>\$626,400</b>
<b>Landscape Repair, Replacement &amp; Maint.</b>	<b>\$379,800</b>
<b>Erosion Control</b>	<b>\$99,200</b>
<b>Irrigation</b>	<b>\$255,700</b>
<b>Install Energy Management System</b>	<b>\$872,300</b>
<b>Replace Athletic Field Surfaces</b>	<b>\$611,300</b>
<b>Repair Tennis Courts</b>	<b>\$208,900</b>
<b>Fire Sprinkler Systems Repair &amp; Replacement</b>	<b>\$1,301,200</b>
<b>General/ADA Signage</b>	<b>\$317,600</b>
<b>Total</b>	<b>\$9,379,100</b>



# Cañada College Summary



Renovations	\$34,310,200
Repair Projects	<u>\$ 9,379,100</u>
Total	<u>\$43,689,300</u>

# College of San Mateo Renovations

Building Number	Building Name	Building Abrv	Const Year	Gross SF	Renovation Cost Based On Existing Use
1	ADMINISTRATION	1	1963	24,930	\$3,316,400
2	MUSIC	2	1963	11,877	\$2,078,200
3	THEATRE	3	1963	28,027	\$2,634,100
4	ART	4	1963	16,044	\$3,396,800
5	STUDENT CENTER	5	1963	50,938	\$4,892,100
6	JOURNALISM	6	1963	10,200	\$1,657,000
7	MAINTENANCE CENTER	7	1963	15,245	\$689,800
8	GYMNASIUM	8	1963	55,813	\$6,303,500
9	LIBRARY	9	1963	49,402	\$6,742,900
10	LIFE SCIENCE	10	1963	21,882	\$5,278,000
11	SCIENCE LECTURE	11	1963	19,110	\$3,218,200
12	PHYSICAL SCIENCE	12	1963	22,376	\$5,277,300
13	PLANETARIUM	13	1963	1,611	\$2,118,700
14	SOUTH HALL	14	1963	26,158	\$5,375,100
15	FACULTY OFFICES	15	1963	17,114	\$1,864,000
16	CENTRAL HALL	16	1963	26,158	\$5,699,600
17	FACULTY OFFICES	17	1965	14,850	\$2,035,500

# College of San Mateo Renovations

Building Number	Building Name	Building Abrv	Const Year	Gross SF	Renovation Cost Based On Existing Use
18	NORTH HALL	18	1965	27,648	\$5,196,000
19	ENGINEERING	19	1963	30,856	\$5,898,200
20	HORICULTURE	20	1963	13,126	\$3,368,700
21	COSMETOLOGY	21	1963	8,652	\$1,632,800
22	FIRE SCIENCE	22	1963	4,435	\$982,700
23	POLICE SCIENCE	23	1963	8,653	\$1,921,900
24	LOCKER ROOMS	24	1963	1,685	\$187,400
25	AERONAUTICS	25	1963	14,970	\$2,574,800
26	CLASSROOM BLDG	26	1963	2,400	\$512,700
27	VOCATIONAL TECHNO	27	1963	16,417	\$3,007,900
28	TEST CELL	28	1967	738	\$153,100
29	CANTEEN BLDG	29	1967	1,008	\$28,800
30	TEAM HOUSE	30	1966	7,786	\$1,286,400
31	TICKET BOOTH	31	1966	640	\$62,800
32	TENNIS BLDG	32	1974	425	\$64,200
33	CHILD DEV CENTER	33	1981	4,547	\$1,312,600
34	KCSM	34	1995	10,800	\$779,400
	Total			566,521	\$91,547,600



# College of San Mateo Repair Projects

Roofing Replacements	\$847,000
Asbestos Removal	\$1,684,100
Exterior Painting	\$1,426,400
Fire Alarm System (Includes Skyline)	\$1,906,100
Parking and Roadways	\$3,536,000
Exterior Lighting-Parking and Roadways	\$1,285,400
Network Infrastructure Improvements	\$932,400
Replace Telephone System	\$649,300
Concrete Walk Repair	\$2,833,800
Landscape Repair, Replacement & Maint.	\$3,395,600
Erosion Control	\$221,900
Irrigation	\$2,130,700
Install Energy Management System	\$1,990,000
Replace Athletic Field Surfaces	\$1,943,400
Repair Tennis Courts	\$208,900
Fire Sprinkler Systems Installation	\$4,062,250
General/ADA Signage	\$720,200
Repair and Replace Sewer	\$28,800
<b>Total</b>	<b>\$29,802,250</b>





# College of San Mateo Summary

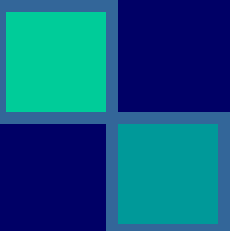
Renovation	\$91,547,600
Repair Projects	<u>\$29,802,250</u>
Total	<u>\$121,349,850</u>

# Skyline College Renovations


Building Number	Building Name	Building Abrv	Const Year	Gross SF	Renovation Cost Based On Existing Use
1	FINE ARTS	B	1969	77,587	11,720,200
2	CAMPUS CENTER	C	1969	51,906	4,533,100
3	PHYSICAL EDUCATION	D	1969	40,851	4,197,400
4	BOOKSTORE	BKSTO	1969	2,856	119,900
5	LIBRARY/LRC	LIBR	1995	46,872	811,100
7	SCIENCE	A	1969	39,023	8,540,000
8	ACADEMIC BLDG	E	1969	44,668	8,207,400
9	AUTOMOTIVE LAB	AUTOLA	1976	3,484	948,600
10	AUTOMOTIVE	AUTO	1992	5,800	1,504,000
11	WAREHOUSE	WRHSE	1973	3,944	107,200
12	MAINTENANCE OFFICE	MT OFF	1969	955	28,800
13	MAINTENANCE GARAGE	MT GAR	1973	9,172	234,400
16	PORTABLE CHDCRE	CHDCRE	1996	1,440	45,300
98	PACIFIC HEIGHTS	PH	1962	43,881	7,403,000
99	PORT 3D	3D	1999	960	-
100	CHESTNUT	CHES		3,644	876,900
	Total			377,043	\$49,277,300



# Skyline College Repair Projects



Roofing Replacements	\$473,100
Asbestos Removal	\$1,653,800
Exterior Painting	\$1,672,600
Fire Alarm System	-
Parking and Roadways	\$2,086,000
Exterior Lighting - Parking and Roadways	\$719,000
Network Infrastructure Improvements	\$552,300
Replace Telephone System	\$385,300
Concrete Walk Repair	\$427,100
Landscape Repair, Replacement & Maint.	\$510,700
Erosion Control & Entrance Repairs	\$1,010,800
Irrigation	\$343,400
Install Energy Management System	\$1,175,800
Replace Athletic Field Surfaces	\$1,259,800
Repair Tennis Courts	\$208,900
Fire Sprinkler Systems Repair & Replacement	-
General/ADA Signage	\$427,100
<b>Total</b>	<b>\$12,905,700</b>







# Skyline Summary

Renovation

\$49,277,300

Repair Projects

\$12,905,700

Total

\$62,183,000



# Renovation & Repair Audit Summary (Overall)




Cañada Renovation	\$34,310,200
Cañada Repair	<u>\$ 9,379,100</u>
Sub total	<u><u>\$43,689,300</u></u>

CSM Renovation	\$91,547,600
CSM Repair	<u>\$29,802,250</u>
Sub total	<u><u>\$121,349,850</u></u>




Skyline Renovation	\$49,277,300
Skyline Repair	<u>\$12,905,700</u>
Sub total	<u><u>\$62,183,000</u></u>

Grand Total	<u><u><b>\$227,222,150</b></u></u>
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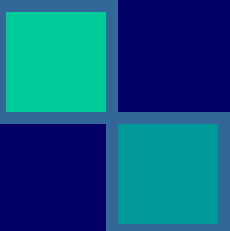



# Comprehensive Energy Analysis (CEA)

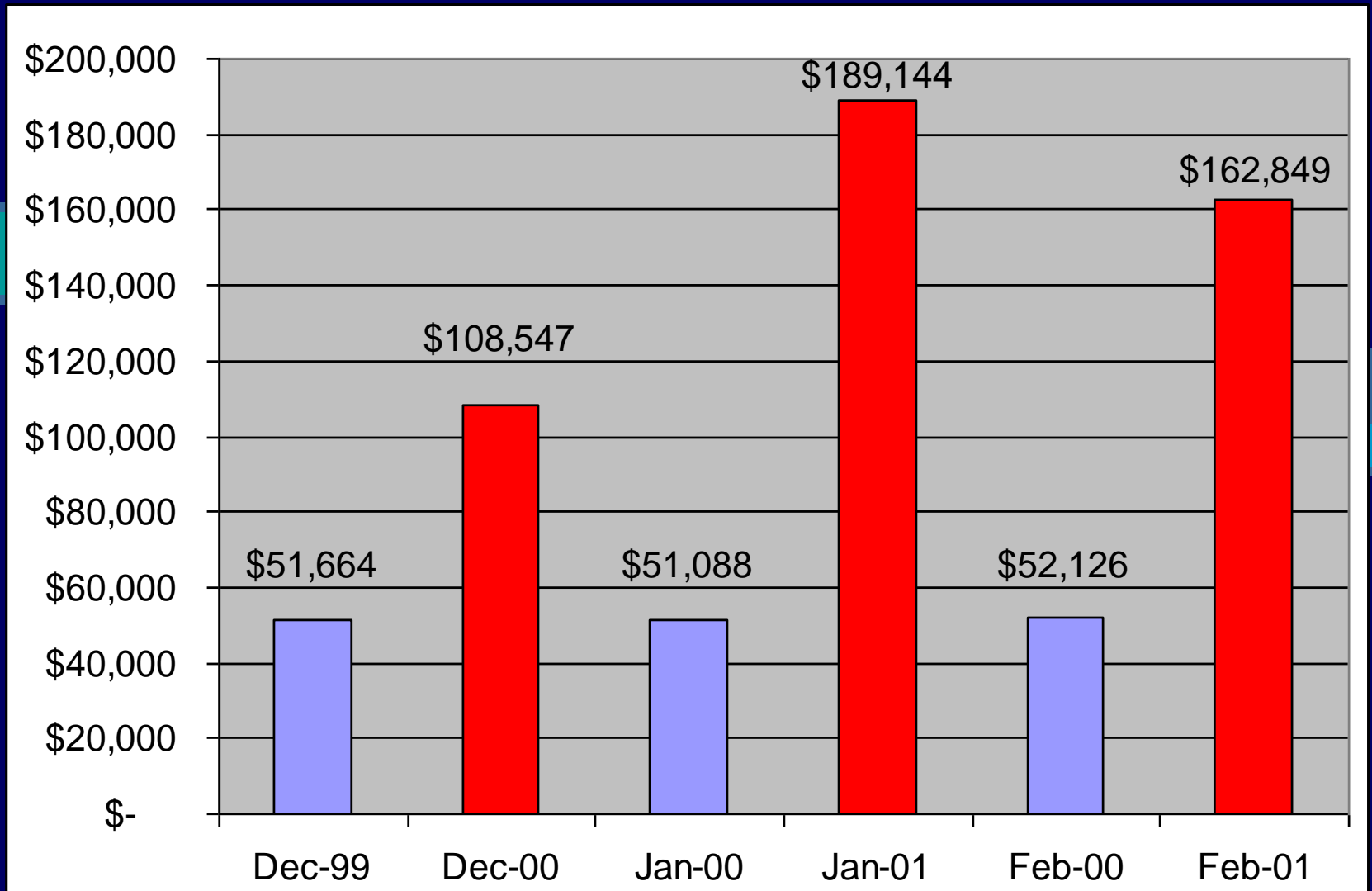
- Aging Systems (30–40 years)
  - Lighting (Interior/Exterior)
  - Environmental Controls
  - HVAC (Boilers/Chillers/Air Handlers)
  - Energy Management Program
- 



# CEA Process

- 
- Physical Analysis of Systems
    - Mechanical/HVAC
    - Controls
    - Electrical
    - Water
  - Interview Staff (usage/habits)
  - Review Energy Data
    - Monthly/Annual Utility Expenditures & Usage
  - Energy Master Plan
- 

# Gas Utilization Comparison





# Initiatives

- Facility Master Plan
- Facility Audit
- CEA
- Bond Campaign
- Waste Reduction (AB75)
- Facility Contracts/Special Events
- RFQ's for Architects, Construction Managers (Proposition 35)
- Engineering Program/Training
- Uniforms
- Web-based Work Order System
- Established Performance Standards (Quality Control)
- Website
- Campus Beautification

FACILITIES EXCELLENCE






# Training

- Making Managers Into Leaders
  - Building Automation Systems
  - Custodial Staffing & Standards
  - Pesticide Safety Training
  - Managing Low Budget Sports Fields
  - Athletic Fields Maintenance
  - Energy Workshop
  - Forklift Certification
  - Multi-Hazard Emergency Planning for Schools
  - Emergency Preparedness
  - Microsoft Office Suite
  - Microsoft Excel
  - Microsoft Outlook
  - Siemens Life Safety Seminar
  - Cerberus Fire Alarm Installation, Operations & Maintenance Training
- 



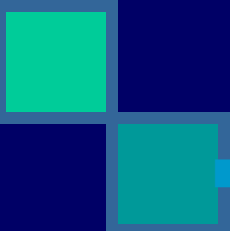

# Enhanced Communications

- Nextel radio program expansion
  - Email accounts
    - usage guidelines for District communication devices
  - Mailboxes for every facilities employee
  - Weekly staff meetings (campus)
  - 2 General Sessions / year (Districtwide)
- 



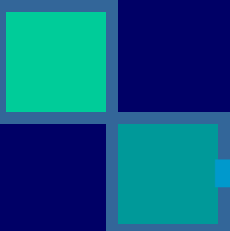



# Equipment/Vehicle Purchases

- 
- John Deere gators (3)
  - Aerator
  - Top dresser
  - Turf sweeper
  - Mulching lawnmower
  - Reel mowers (2)
  - Street sweeper(s)
  - Forklifts (3)
  - Pallet jack
  - Indoor/outdoor vacuums (3)
  - Air compressor
  - Floor machines (2)
  - Steam cleaner
  - Carpet extractors (2)
- 

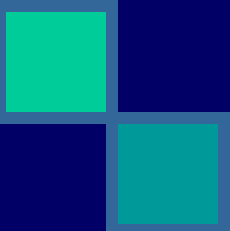



# Equipment/Vehicle Purchases

- 
- Furniture moving equipment (desk dollies, handtrucks, carts)
  - Vacuum cleaners (15)
  - Auto scrubbers (2)
  - 30 foot manlift
  - Bed liners (15)
  - 1/2 ton pickup trucks
  - 3/4 ton pickup trucks
  - Outfit vans for specific trades work
  - Body Work Repair on pick-up truck #16
- 




# Issues

- Energy Crisis
  - Budget (Historic Underfunding)
  - Vacancies
  - Work load/Overtime/Temps
  - Industrial Accidents & Injuries
  - Unauthorized Absenteeism
  - Cell Site/Communication Fund
- 
- 



# AFSCME

- Email
  - Work clothes
  - Engineering program
  - Mailboxes
  - Training
- 



# Mantra



Professionalism  
Team Work  
Customer Service

= Excellence

