

# PALOMAR COLLEGE INSTITUTIONAL REVIEW

## Palomar College Institutional Review 2005

### Escondido Center Facilities Operations/Facilities Department

#### **Non-Instructional Program Reviewed in this Document: Palomar College Escondido Center Facilities Department**

**1. Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

The Escondido Center Facilities Operations were included to some extent in the Institutional Review for the entire Center operations, but that did not provide a true picture of the services provided by the Escondido Center Facilities Department. We had one Custodian II and one Custodian I position eliminated in the 2004-2005 Fiscal Year and this left us with 2 custodians to clean over 60,000 square feet per night; we have one Maintenance Technician to take care of all of the maintenance requirements for the facilities and we utilized outside contractors to perform HVAC repairs. The retail spaces, parking lots and exterior of the Center were managed by an outside company, Retail Management Center. This company will not be providing any services starting in July 2005 and we will be taking on the entire Center operations for the College and rental spaces.

**2. Provide effective data sources to evaluate this department.** Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

Generally the same data and procedures at the San Marcos Facilities Department are used and compared to the Escondido Facilities Department. Custodial and Maintenance standards data are used to measure the department's success. We will be developing comparisons for the building maintenance, custodial cleaning services, grounds maintenance and parking lot maintenance in the 2005-2006 Fiscal Year.

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### 3. Program assessment. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

We had two positions eliminated in 2004-2005 and if we are to provide the same level of services that are being provided on the San Marcos Campus, we will need to increase our current staff levels.

We need to fund an adequate budget to support the maintenance and operations for the Center, we are currently "sharing" the instructional budget and a lot of the repairs are deferred due to lack of funds.

We need to provide training to our staff in their specific job assignments as well as basic computer skills because the majority of information is being transmitted via email or other computer accessed means.

There are some specific areas of the Center that need renovations funded, some of these are:

- Replace damaged classrooms carpeting and floor coverings
- Replace the vinyl flooring in the EC-607 restroom
- Renovate the parking lot landscaping and irrigation system
- Replace the HVAC systems that are over 20 years old
- Purchase an electric service vehicle to assist in maintenance & operations

### 4. List accomplishments department has made in the last year.

Our department has assisted with the DEMO for the new classrooms ( 800 wing, 505, 506, 405) the coordinating with the electrical upgrade and fiber optics and water heater installation for the center, stripping and waxing all of the floor tile at the center, carpet cleaning and extraction for all the carpet at the center, light replacement and repairs for all of the interior part of the center, plumbing repairs for all of the center, HVAC preventative maintenance and repairs for all HVAC units of the center, Grounds preventive maintenance and repairs for all exterior grounds of the center.

We will be preparing monthly reports starting in July 2005 and will collect data on the number of work requests processed; preventive maintenance items; calls for emergency services; and a list of special projects for an annual comparison on how we are performing.

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**5. List the department's current goals and objectives.** (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

1. Assist with custodial services such as floor care, cleaning of classrooms, offices and restrooms for the new 800 north wing that's currently being constructed and CDC. These goals will be implemented by assigning these tasks to our facilities staff through weekly work schedules.
2. Assist with maintenance services for the new 800 north wing that's currently being constructed and the Career Center and CDC. HVAC PM's, electrical repairs, plumbing repairs, etc. These goals will be implemented and are currently being responded to by assignments to the facilities staff through weekly work schedules.
3. Assist with ground services for the entire exterior part of the center such as: (PM's of landscaping services, trees, lawns, bushes, irrigation repairs, asphalt patching repairs, etc). These goals will be implemented by assigning these tasks to our facilities staff through weekly work schedules.

This Report Prepared By: Jimmy Diaz, Facilities Supervisor Esc Cnt. 10/24/05  
 Name (print and initial) Date

This Report Submitted To: Michael Ellis, Director of Facilities 10/24/05  
 Name (print and initial) Date

**FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:**