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## Purpose

The purpose of this procedure is to outline the responsibilities for the College's physical plant operation, maintenance and repair functions.

## Procedure


A. The Facilities Process Team, under the guidance of the Associate Vice President of Facilities and Vice President of Finance and Administration, will maintain the College's Facilities Operations and Procedures Manual. The manual provides a set of clearly defined guidelines that are intended to complement sound facilities management procedures already in use and offer new ones where necessary. The manual also establishes baseline criteria and benchmarks for maintaining and operating College facilities which reflect the expectations of the educational facility, students, administration, government officials and taxpayers.

1. The Facilities Process Team membership will include the following positions:

- a. Associate Vice President, Facilities
- b. Executive Director, Facilities Planning & Design
- c. Executive Director, Campus Operations, Events & Special Projects
- d. Facilities Construction Project Manager
- e. Facilities Planning & Resource Manager
- f. Facilities Planner
- g. Facilities Project Coordinator
- h. Facilities Administrative Assistant
- i. Building, Energy & HVAC Control Manager
- j. Building & HVAC Control Specialist
- k. Campus Facilities Directors
- l. Center Facilities Supervisors
- m. Construction/Electrical/Mechanical Inspector
- n. Building Code Official
- o. Fire Occupational Health & Safety Specialist
- p. Executive Director, Purchasing
- q. Assistant Director, Purchasing
- r. Construction Contracts Coordinator, Purchasing
- s. Contracts Coordinator, Purchasing
- t. Central Services Coordinator

2. The Facilities Process Team will provide recommended revisions to the procedures on a regular basis to ensure maintenance and operations are conducted in accordance with current best practices, minimum standards and all applicable codes.

3. The Facilities Process Team shall ensure that all College educational facilities meet the requirements of law, rule and State Requirements for Educational Facilities (SREF) that provide for enforcement of life safety, sanitation, security, functional performance, physical condition and appearance.

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- B. The Facilities Management and Construction office is responsible for maintaining and ensuring collegewide compliance with operation and maintenance procedures.
- C. Facilities Management and Construction will organize a facility management program that's broad-based, fiscally sound, and to ensure operating efficiencies on a continuous basis to follow best financial management practice measures established by the Florida Legislature.

REFERENCES: F.S. 235.185, 1001.64, 1001.65, State Requirements for Educational Facilities (SREF)

Adopted Date: October 28, 1986

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