

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to present, for information, the roles and functions of the office of Facilities Management and Construction in order to establish the background for the procedures presented in the remainder of this volume.

A. Role

1. The role of the office of Facilities Management and Construction is to facilitate effective operation, maintenance and development of physical facilities which support, assist and complement the educational philosophy, mission and goals of the College. The development of physical facilities is a vital aspect of planning as the College's overall mission cannot be performed without the requisite facilities. Educational facilities are to be an outgrowth of program planning and must be designed and maintained to functionally serve educational programs in a cost-effective manner. The office of Facilities Management and Construction through the Vice President of Finance and Administration will administer and coordinate all of the activities which result in the planning, construction, remodeling and renovation of College facilities.

B. Goals

1. Maintain a competent staff with expertise in architecture, engineering, project management and construction.
2. Develop and maintain systematic mechanisms for the planning, construction, remodeling and renovation of educational facilities that meet the current and projected needs for the College.
3. Develop educational specifications and architectural plans and specifications utilizing innovative designs, construction techniques and financing mechanisms.
4. Serve as the collegewide resource in the production of the College's master development plans and assist in implementation of the plans.
5. Direct the ongoing construction projects with efficient and supportive construction project management for successful project delivery and completion.
6. Remodel and renovate facilities to accommodate the College's current and future academic programs, students and staff.
7. Develop the Five-Year Educational Plant Survey, Capital Improvement Plan (CIP), the Project Priority List (PPL), Legislative Budget Request (LBR) forms and other documents required by State Statutes, State Requirements for Educational Facilities (SREF) and the Florida Department of Education.

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8. Maintain the College's Facilities Operations and Procedures Manual.
9. Provide office space planning and interior design services for the Administrative Offices and as needed at campus and center locations.

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

Adopted Date: November 2, 1987

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