

# Davis Applied Technology College

## Campus Development, Maintenance and Improvement Plan and Procedures

**Effective Date: 19 October 2015**

### **Purpose**

To develop, maintain and improve Campus buildings in order that the Davis Applied Technology College (College) facilities support the mission of the College in a safe and appropriate manner.

### **Organizational Structure**

The Vice President of Administrative Services leads the College Facility Services Division. Personnel who work in Facility Services related positions include: Director of Facility Services and Risk Management, a Facility Maintenance Coordinator, Controls Maintenance Lead, Maintenance Technician Specialist, Journeyman Electrician Specialist, a Lead Maintenance Construction Specialist, and a part-time Maintenance Technician; a Security and Risk Management Coordinator and part-time Security and Risk Management Specialists; a Custodial Specialist and Custodial Services; and the College landscaping service. These individuals are responsible for operation, maintenance and security of College facilities and the College campus.

### **Roles and Responsibilities**

Campus Facility Services includes custodial, building maintenance, grounds maintenance, event set-up, move coordination, material handling, utilities, motor-pool, hazardous materials, campus health, safety, security and risk management. Normal request for services by staff can be accessed on the College web site; however, urgent services can be accessed by calling the Facility Services Office (2327) and emergency services (2650 or 801-698-6224) can be accessed by following emergency protocols as outlined in the Campus Health and Safety Plan.

Facility Services personnel, equipment, and supplies are budgeted under the direction of the Facilities Maintenance Coordinator and Risk Management/Custodial Services Coordinator for the purpose of maintaining the campus facility and infrastructure in support of the educational mission of the college. The Facilities Maintenance Coordinator and Risk Management/Custodial Services Coordinator monitor and recommend adjustments to budgets and submit an annual budget request to the Vice President of Operations and the Controller as part of the approval process. The Facility Services Department capital equipment requests are created, prioritized and submitted through the same approval process as previously outlined.

Physical facilities on campus are protected with multilayered security systems and personnel assignments. Internal processes, procedures and policies are developed and reviewed on an ongoing basis to address current and future security concerns. The Risk Management/Custodial Services Coordinator provides a periodic operation brief detailing current security concerns and facility information, which is evaluated by the Health and Safety Committee and used for continuous improvement.

### **Campus Operation, Development and Improvement Planning**

Operation, development and improvement of the College is undertaken in accordance with Utah State Code and the Utah Division of Facilities Construction and Management, which defines a process for the request, approval and limitations of capital development and improvement for state funded institutions. Project funding and approval follow one of three plans depending on the scale of the request. A schedule and description of these plans are shown below:

<b>Plan Title</b>	<b>Projected Objectives</b>
Capital Development Plan	5-year
Capital Improvement Plan	Annual
DATC Projects Plan	Annual

*The Campus Master Plan provides a summary of the status of all current projects.*

Capital Development – Remodeling site or utility project with a total cost of \$2,500,000 or more; new facility with a construction cost of \$500,000 or more; or purchase of a real property where an appropriation is requested to fund the purchase. Capital Development Plans are developed only with the request of new facilities.

Capital Improvement – Remodeling, alteration, replacement or repair projects with a total cost of less than \$2,500,000; site and utility improvements with a total cost of less than \$2,500,000; or a new facility with a total construction cost of less than \$500,000. Capital Improvement Plans are developed annually.

Capital Funding Approval - Capital projects are prioritized by the Vice President of Administrative Services and submitted to the President's Council, which is made up of the College President and Vice-Presidents. The College Board of Directors approves all capital requests prior to submission to the Utah College of Applied Technology Board of Trustees for approval. Both capital development and improvement requests are received annually by the Utah State Division of Facilities Construction and Management (DFCM). The State Building Board then makes recommendations to the legislature for consideration for funding. Capital development and improvement policies and procedures are written in the following documents:

- Utah State Building Board Capital Improvement Policy
- State of Utah Code 53B-6-101 Master Planning
- State of Utah Code 63A-5-104 Capital Development and Improvement

DATC Projects – Remodeling, alterations, replacement or repair projects not funded directly by the state. DATC project plans are updated annually. The College has an ongoing budget for campus improvement projects. The Facilities Maintenance Coordinator recommends and submits project prioritization requests to the Vice President of Administrative Services prior to submitting this request to the President's Council. Once projects have been approved, the Facilities Maintenance Coordinator coordinates and/or delegates the completion of these projects.

#### **Facility and Equipment Maintenance and Repair**

College Facility Services staff members respond to day-to-day facility and equipment maintenance and repair requests. For requests that required advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to oversee the project. Major maintenance projects are included in the College Project List and funding can be requested to address emergency needs.

Employees submit facility maintenance and/or repair requests by logging onto the College website and selecting Maintenance Request then Facilities Service Desk or by informing a Facilities Services staff member. Personnel can also use this tool to check project status. When requests are submitted, the Facility Services Office Technician contacts appropriate maintenance personnel to respond to the request. Regular staff meetings are held to check the status of open projects, evaluate resources required to resolve projects and to allocate work-load to ensure efficient response and resolution.

#### **Health, Safety and Security**

Health and Safety Procedures at the Davis Applied Technology College (College) are contained in the Health and Safety Policy. A plan is also developed annually by the Health and Safety Committee. The plan outlines the protocol for the management of the health and safety of students in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.

A Crisis Intervention Team, made up of designated College employees is trained to respond to medical, environmental and behavioral emergencies and the Health and Safety Committee evaluates responses to incidents on campus.

The College controls access to facilities using keyed entries and a third-party mass notification system is used to notify students and employees of campus-wide emergencies and closures. An Annual Crime Report is available on the College web site. Risk Management/Custodial Services Coordinator and Security/Risk Specialists work on campus and a camera system is used for security purposes.

Instructors oversee training and enforcement of safety in their programs and students are required to follow institutional and program safety policies and procedures.

### **Equipment and Supplies**

General facility equipment and supplies are requested annually as part of the College budget process. Facility equipment and supplies needs are reviewed and prioritized for approval by the College Executive Committee.

The Equipment and Media Resources policy states that current, relevant, sufficient and up-to-date equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Program advisory teams, instructors and directors evaluate program equipment and supply needs and submit annual budget requests for purchases required.

Instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use. The Facility Services Department provides basic maintenance of classroom equipment. Instructors use external vendors for more extensive maintenance and repair of equipment.

The State of Utah Code Surplus Property Disposal Policy and College Equipment Transfer/Disposal Procedures outline the disposal of equipment.

### **Technical Resources**

Annually as part of the College budget planning process, the Director of Information Technology prepares a list of objectives that includes the Capital Expenditures budget and project list funded that year. The objectives are formulated with input from the Technology Forum (a committee representing each College division that proposes College technology-related needs), Utah Education Network (Learning Management System vendor), and the Instructional Systems Designers. College Information Technology Services Department personnel implements and administer technical resources on campus.

### **Evaluation**

The College utilizes several methods for evaluating the campus infrastructure and the processes that support its operation including; internal surveys reports, independent evaluations and regulatory inspections.

Surveys have been developed for staff and students, which help identify issues pertaining to the campus, facilities or services. Independent inspections and evaluations are conducted by local, county, state and federal agencies as required by laws and regulations. The safety, security and reliability of the physical facilities are also considered in these evaluations. Following is a brief summary of the evaluations used to provide feedback on facility development, improvement, operations, maintenance and security:

- **Risk Management Self Inspection** – the Utah State Division of Risk Management is a state agency that provides insurance, requiring state facilities to follow prescribed rules and regulations. The College performs Risk Management Self Inspections of all area of the campus and facilities annually. The comprehensive report provides feedback on items that need to be corrected.
- **Student Survey** – Upon completion of a course, students complete a survey. Feedback concerning College facilities is provided to the Health and Safety Committee and the Risk Management/Custodial Services Coordinator.

- **Utah Division of Facilities Construction and Management (DFCM) Survey** – DFCM conducts an annual facilities audit to verify appropriate maintenance of state funded facilities.
- **Maintenance Report System** – A summary of maintenance requests made by employees and students.
- **Incident Reports** – If an incident report indicates issues with facilities, the Risk Management/Custodial Services Coordinator and the Facilities Maintenance Coordinator will investigate and follow up.