



Santa Fe College Rules Manual

Title: **Facilities Services: Maintenance Procedure 6.2P**
 and Sanitation

Based on Rule 6.2

Effective Date: October 20, 2021

Facilities Services shall provide leadership for the maintenance and development of the College's educational plant in accordance with applicable laws and rules, including but not limited to the Florida Building Code, Florida Fire Prevention Code and State Requirements for Educational Facilities (SREF). The department shall fulfill the College's mission through the planning, design, plan review, construction, operation, inspection, and maintenance of high-quality facilities while providing an exceptional level of customer service to the College and community.

Facilities Services also oversees the daily facilities operations and sanitation of all College facilities and real estate owned and/or operated by the College including custodial services, grounds maintenance, mail and receiving, and moving. The department shall place a high priority on life safety and efficiency.

A. Definitions

- i. Educational plant – comprises of the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program of each plant.
- ii. Fixtures – fixed machinery or equipment that has been permanently installed into a building or structure.
- iii. Maintenance – the upkeep of the educational plant, including, but not limited to, roofing repairs; repainting interior and exterior surfaces; resurfacing of floors; repair and replacement of glass; repair of hardware, furniture, electrical fixtures, and plumbing fixtures; air-conditioning, heating, and ventilating equipment repairs; and repair or resurfacing of parking lots, roads, and walkways.
- iv. New Construction - any construction in which the entire work is new or an entirely new addition connected to an existing building or which adds additional square footage to the space inventory.
- v. Remodel – the rearrangement of spaces and their use, such as the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.

- vi. Renovation – rejuvenating or upgrading existing facilities by installation or replacement of materials and equipment including, but not limited to, interior or exterior reconditioning of spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement.
- vii. Site – a space of ground occupied or to be occupied by an educational facility or program operated by the College.

B. Work Requests

Facilities Services houses an online Work Request system to attend to building or site failures as well as facilities operational needs such as custodial and moving services. College personnel should use this system to address and document maintenance issues, the installation of fixtures, custodial needs, site issues, or moving requests. College personnel shall not make repairs, install fixtures, or move furniture on their own. Instructions for submitting a Work Request and information pertaining to routine requests, emergency requests, and urgent after-hours requests can be found on the Facilities Services website. The department will also immediately respond to emergency calls as necessary.

Facilities Services does not repair instructional aids or equipment unique to a particular department. However, as in the case of Work Requests, Facilities Services will attempt to assist in emergencies and, as skills, personnel, and time permit, will examine defective equipment and recommend corrective action or repair, if feasible.

Requests related to the use of facilities are outlined in 6.4P and can also be found on the Facilities Services website, including the Use of Facilities Request Forms.

C. Comprehensive Safety Inspection

Facilities Services is responsible for ensuring that every building on each site within the College's jurisdiction, whether owned, leased, or lease-purchased, receives an annual comprehensive safety inspection conducted by an independent inspector. Facilities Services shall present this assessment to the Board of Trustees annually. Annual safety, sanitation, and fire safety inspections shall be conducted with a copy of the inspection report forwarded to the Florida Department of Education and the State Fire Marshal's offices by June 30 of each year. If major deficiencies are noted in any inspection, the Board shall be notified by Facilities Services of plans to alleviate the problem and the cost of corrective measures. Any noted life-threatening deficiencies shall be immediately corrected or the designated area must be withdrawn from use until unsafe or unsanitary conditions are corrected or removed.

D. Renovation, Remodeling, Construction, and Installation

To ensure the greatest efficiency and that safety standards are followed, all educational plant modifications – including renovations, remodels, deferred maintenance, and new construction – are the responsibility of Facilities Services. The maintenance, installation, inspection and operation of the educational plant shall be in strict accordance with the manufacturer's specifications and with the most recently adopted State Uniform Building

Code for Public Educational Facilities Construction within the Florida Building Code, Florida Fire Prevention Code, SREF, and other applicable laws, building codes, and life safety codes.

A College department may request a renovation, remodeling, or fixture installation project by submitting a Facilities Project Request Form to Facilities Services, which is available on the Facilities Services website. The form must be reviewed and signed by the department's director or chair, as appropriate, and associate vice president or vice president prior to submission to Facilities Services. Purchases related to the project shall not be made by a department until the project has received approval from Facilities Services following consultation with College leadership.

E. Campus Signage

The College shall maintain a consistent and common approach for keeping permanent informational signage clear, simple, and readily visible. All interior and exterior signs must follow the College's Brand Guide and be first approved by the Marketing & Communications department (MarCom). Facilities Services manages the installation and location of all permanent College signage and performs routine inspections and repairs when necessary to ensure a safe and supportive environment. Requests for new or replacement signage must be submitted to Facilities Services through the Facilities Project Request form, which will be routed to MarCom for review and approval.

F. Space Management

Space management serves as a baseline for the College's capital project planning. Space inventory is managed by Facilities Services, who properly tracks and analyzes the use of College sites to support academic, operational, and administrative needs through:

- Maintaining facility data
- Reporting changes to College leadership and the Florida Department of Education
- Providing statistical reports in support of space planning and management
- Recommending changes to spaces to optimize space utilization
- Identifying space deficiencies based on changes to enrollment projections or State-approved space standards
- Coordinating space planning with the appropriate user or users

Facilities Services designates the assignment of space based on its approved intended use but is not responsible for determining which spaces are assigned to a department or individual. The intended use of a space cannot be changed without approval from the department's director or chair, as appropriate, and associate vice president or vice president prior to review by Facilities Services and written approval by College leadership. This means, for example, that a room designated for storage cannot be converted into an office space without approval from Facilities Services. All requests must be submitted through the Facilities Project Request Form.

G. Furniture Standards

The College strives to provide a consistent appearance, product quality, and functionality for the use of furniture on College property while following the requirements prescribed in SREF. This includes areas such as lobbies, offices, workstations, conference and meeting rooms, classrooms, breakrooms, and outdoor spaces. Facilities Services is the point of contact for all furniture purchases. Furniture design must be first approved by Facilities Services prior to any furniture requisition.

Employees who need accessibility-related furniture accommodations should contact his or her supervisor first and the supervisor should notify the College's Equity Officer and Title IX Coordinator who will work with Facilities Services to provide the appropriate accommodation.

College-owned equipment and furniture shall not be removed from the room in which it is located or transferred to another location without first contacting Facilities Services. Short-term requests should be made through the Work Request system, and permanent changes should be requested through the Facilities Project Request Form following approval from department leadership.

H. Forms

The Work Request system, Use of Facilities Request Forms and Facilities Project Request Form described in this procedure can all be found on the College's Facilities Services website.