

Santa Rosa Junior College

Program Resource Planning Process

Facilities - Maintenance 2018

1.1a Mission

Facilities Planning and Operations is a District-wide service oriented support for all aspects pertaining to the physical and natural environment in support of Sonoma County Junior College District's mission. This support ranges from planning, design, construction of projects, agency interaction, maintenance, custodial, grounds and landscaping, environmental management, occupational safety, recycling, utility management, and sustainable initiatives. The FPO division comprises of the following departments: 1) Facilities Planning and Operations; 2) Facilities Operations - Administration, Custodial, Grounds and Recycling, Maintenance; and 3) Environmental Health and Safety.

In addition to new construction, renovation projects, deferred maintenance, we maintain 104 buildings, over 1.6 Million gross square feet, multiple athletic fields, and 500 acres on the Santa Rosa campus, Petaluma campus, Public Safety Training Center, and Shone Farm. We also provide support to the various leased facilities at our Educational Centers.

Our team consists of over 70 talented men and women dedicated to providing the most effective, safe and customer oriented service to the campus community. We are proud of our most valuable resource that is culturally diverse comprising of managers, technical professionals, administrative support, skilled trades, support staff, and students.

As part of the FPO team, Facilities Operations (FO) provides the maintenance and safe operation of the District's physical and environmental properties, custodial services and grounds maintenance. FO develops preventative and scheduled maintenance projects and activities in order to maintain a functional learning and working environment. It is also responsible for maintaining and scheduling college vehicles for field trips and conferences.

Within Facilities Operations, Maintenance Services is responsible for maintaining all buildings systems, at all district locations, including heating, ventilation and air conditioning, electrical, structural and carpentry services, security locking systems, and swimming pools. In addition, the Maintenance is responsible for painting services, general maintenance, institutional safety, and the maintenance of the District fleet of 104 vehicles.

Mission Statement: "Facilities Planning and Operations promotes student learning reflective of the District's academic excellence by providing a safe, clean, well maintained educational, physical and natural environment."

1.1b Mission Alignment

"Facilities Planning and Operations promotes student learning reflective of the District's academic excellence by providing a safe, clean, well maintained educational, physical and natural environment."

In alignment with FPO's statement and in support of the Strategic Plan for the District's Mission, Maintenance Services is responsible for providing a healthy safe and working environment. Facilities Operations supports the instructional program and student services by providing and maintaining quality and up-to-date classrooms, offices and support space design to serve the educational interest of the students and the District community.

1.1c Description

The Facilities Operations - Maintenance Service Department provides the following services for the District with such skill trades as: carpenters, heating ventilation/air conditioning technicians, electricians, plumbers, vehicle mechanics, painter, pool technician, locksmith services and the energy management technician. These services are provided to the campus to ensure a safe, comfortable learning environment which enhances the culture for student learning.

1.1d Hours of Office Operation and Service by Location

The Facilities Operation Department hours are from 7:30 am until 4:30 pm, Monday - Friday. Except during the months of June and July we operate from 7 am until 6 pm, Monday - Thursday schedule. Emergency calls are reported to the Director of Facilities Operations. This person is always on call for a needed response or solution provider.

1.2 Program/Unit Context and Environmental Scan

Facilities Operations within FPO is responsible for all district-wide construction projects. This ranges from Major Capital Funded projects to the smaller/minor capital projects, and Scheduled Maintenance. This has impacted Facilities Operations due to the following: added square footage with new projects, warranty and commissioning issues, new HVAC building technology, Bay Area Quality Management District regulations for the fleet of vehicles, keying/security requirements, lighting control panels, online service request technology and the internal commissioning of a building.

New construction is very important for the future of this college and Facilities will support it in any way possible. The professional design is relying on our team to provide valuable information into all projects. Facilities Operations responsibilities increases per the following: campus wide notification about projects and impact on campus activities, parking and traffic, call ins to the front desk staff, location/verification of utilities, requests for information, punch list items and the ongoing commissioning.

The sustainable aspect of our Environmental Scan is critical for our Facilities Operations department. This relates to all aspects if sustainability such as: recycle and waste reduction program, LED Lighting retrofitting, photovoltaics, microgrid, cogeneration plant, load shedding, under floor distribution, IDEC systems, a Ground Source Heat Pump system, and alternative transportation.

The Green Building aspect is for all of our newer buildings incorporate green building technologies and materials, and as that market expands and more products are available, we will insist that they be used. The architects and engineers we use are well versed in this and know what our requirements are, from 100% recycled content in new carpets and upholstery, to counter laminates and wall coverings made from recycled wood byproducts, to vinyl flooring made from all natural linoleum components such as linseed oil, jute, and cork. Our interior finishes no longer contain any products with volatile oils that off gas allergens. Even the glues used to secure flooring, laminates, and wall coverings are water based, as are all of our floor finishing products. Our pitched roofs are concrete tile with no petroleum content and our exterior finishes are brick, plaster, and concrete.

2.1a Budget Needs

The allocation of funds for the Facilities Operation - Maintenance Services Department is effectively distributed for the needs of the entire District.

Our budget needs are ever growing due to the size of the campus and the necessary safety and legal requirements that must be attained. Safety concerns and risk management have also evolved increasing the cost of our maintenance operations. Our responsibility of square footage has increased over the last six years reflective of the college growth.

Increase of square footage for the district has resulted in increased cost to maintenance and operations of facilities, both new and aged. This directly correlates to the cost of raw materials such as: steel, concrete, copper, wood and of course fuel.

Even though we have new facilities coming on board the majority of our buildings on the SR campus are in dire need of modernization. Accordingly Fac. Ops. has taken a Total Cost of Ownership to capture the true cost maintenance and recapitalization.

FPO has also emulated the greatly succesful Petaluma "dotted line" structure, with both PSTC and Shone Farm.

MAINTENANCE

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered	Expense
4000's				
10-00-20-0000-6511-4210.00	Other Books--re,Facilities,Unrestricted	\$129.00	\$0.00	
10-00-20-0000-6511-4342.01	Softwr/Non-Inst,Facilities,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6511-4390.00	Other Supplies,Facilities,Unrestricted	-\$153,181.89	\$46,849.01	\$2
10-00-20-0000-6511-4390.01	Other Supplies,Facilities,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6511-4396.00	Uniform Allowan,Facilities,Unrestricted	\$936.83	\$0.00	
10-00-20-0000-6511-4510.00	Graphic Arts,Facilities,Unrestricted	-\$77.24	\$0.00	
5000's				
10-00-20-0000-6511-5210.00	Staff Travel,Facilities,Unrestricted	\$63.33	\$0.00	
10-00-20-0000-6511-5230.00	Travel Allowanc,Facilities,Unrestricted	-\$2,120.23	\$0.00	
10-00-20-0000-6511-5300.00	Dues & Membersh,Facilities,Unrestricted	-\$1,016.99	\$0.00	
10-00-20-0000-6511-5530.00	Telephone,Facilities,Unrestricted	-\$1,155.99	\$598.33	
10-00-20-0000-6511-5535.00	Tele Adds, Move,Facilities,Unrestricted	\$50.00	\$0.00	
10-00-20-0000-6511-5540.00	Laundry & Dry C,Facilities,Unrestricted	\$83.00	\$0.00	
10-00-20-0000-6511-5630.00	Equipment Renta,Facilities,Unrestricted	-\$2,169.29	\$522.40	
10-00-20-0000-6511-5652.00	Equipment Servi,Facilities,Unrestricted	-\$324,994.30	\$107,521.50	\$3
10-00-20-0000-6511-5652.01	Equipment Servi,Facilities,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6511-5659.00	Other Equipment,Facilities,Unrestricted	-\$102,145.06	\$38,363.56	\$
10-00-20-0000-6511-5680.00	Repair of Build,Facilities,Unrestricted	-\$73,854.17	\$37,959.86	\$
10-00-20-0000-6511-5680.01	Repair of Build,Facilities,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6511-5690.00	Other Contracts,Facilities,Unrestricted	-\$126,018.59	\$33,792.52	\$3
10-00-20-0000-6511-5820.00	Postage,Facilities,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6511-5990.00	Other Services,Facilities,Unrestricted	\$0.00	\$0.00	

CUSTODIAL

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered
4000's			
10-00-20-0000-6530-4390.00	Other Supplies,Custodial,Unrestricted	-\$1,560.94	\$770.54
10-00-20-0000-6530-4395.00	Custodial Paper,Custodial,Unrestricted	-\$5,354.45	\$981.48
10-00-20-0000-6530-4396.00	Uniform Allowan,Custodial,Unrestricted	\$3,942.58	\$0.00
10-00-20-0000-6530-4510.00	Graphic Arts,Custodial,Unrestricted	\$0.00	\$0.00
5000's			
10-00-20-0000-6530-5210.00	Staff Travel,Custodial,Unrestricted	\$184.00	\$0.00
10-00-20-0000-6530-5230.00	Travel Allowanc,Custodial,Unrestricted	-\$1,653.77	\$0.00
10-00-20-0000-6530-5300.00	Dues & Membersh,Custodial,Unrestricted	\$39.99	\$0.00
10-00-20-0000-6530-5530.00	Telephone,Custodial,Unrestricted	-\$880.62	\$123.14
10-00-20-0000-6530-5535.00	Tele Adds, Move,Custodial,Unrestricted	\$61.00	\$0.00
10-00-20-0000-6530-5630.00	Equipment Renta,Custodial,Unrestricted	\$0.00	\$0.00
10-00-20-0000-6530-5659.00	Other Equipment,Custodial,Unrestricted	\$270.00	\$208.23
10-00-20-0000-6530-5690.00	Other Contracts,Custodial,Unrestricted	\$1,815.67	\$182.90
10-00-20-0000-6530-5710.00	Legal Inc. Adve,Custodial,Unrestricted	\$0.00	\$0.00
10-00-20-0000-6530-5820.00	Postage,Custodial,Unrestricted	\$0.00	\$0.00

GROUNDS

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered	Exp
4000's				
10-00-20-0000-6550-4390.00	Other Supplies,Grounds,Unrestricted	-\$143.29	\$4,867.68	
10-00-20-0000-6550-4390.01	Other Supplies,Grounds,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6550-4396.00	Uniform Allowan,Grounds,Unrestricted	\$143.80	\$0.00	
10-00-20-0000-6550-4510.00	Graphic Arts,Grounds,Unrestricted	\$0.00	\$0.00	
5000's				
10-00-20-0000-6550-5210.00	Staff Travel,Grounds,Unrestricted	-\$5,263.26	\$0.00	
10-00-20-0000-6550-5230.00	Travel Allowanc,Grounds,Unrestricted	\$3,718.00	\$0.00	
10-00-20-0000-6550-5300.00	Dues & Membersh,Grounds,Unrestricted	\$95.00	\$0.00	
10-00-20-0000-6550-5530.00	Telephone,Grounds,Unrestricted	\$135.00	\$0.00	
10-00-20-0000-6550-5535.00	Tele Adds, Move,Grounds,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6550-5630.00	Equipment Renta,Grounds,Unrestricted	\$386.00	\$0.00	
10-00-20-0000-6550-5659.00	Other Equipment,Grounds,Unrestricted	\$706.00	\$1,047.00	
10-00-20-0000-6550-5680.00	Repair of Build,Grounds,Unrestricted	\$0.00	\$0.00	
10-00-20-0000-6550-5690.00	Other Contracts,Grounds,Unrestricted	\$6,447.00	\$0.00	

CARE OF OAK TREES

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered
4000's			
10-00-20-0000-6551-4390.00	Other Supplies,Care Oak Trees,Unrestricted	\$848.93	\$0.00
	Staff Travel,Care Oak Trees,Unrestricted	\$100.00	\$0.00
5000's			
	Dues & Membersh,Care Oak Trees,Unrestricted	\$65.00	\$0.00
10-00-20-0000-6551-5210.00	Equipment Renta,Care Oak Trees,Unrestricted	\$0.00	\$0.00
10-00-20-0000-6551-5300.00	Other Equipment,Care Oak Trees,Unrestricted	-\$1,385.00	\$0.00
10-00-20-0000-6551-5630.00	Other Contracts,Care Oak Trees,Unrestricted	\$209.50	\$0.00
10-00-20-0000-6551-5659.00	Other Contracts,Care Oak Trees,Unrestricted	\$0.00	\$0.00
10-00-20-0000-6551-5690.00			
10-00-20-0000-6551-5690.01			

UTILITIES

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered
10-00-20-0000-6570-4395.00	Custodial Paper,Utilities,Unrestricted	\$96,858.59	\$14,245.37

10-00-20-0000-6570-5510.00	Electric,Utilities,Unrestricted	-\$331,811.62	\$376,688.38
10-00-20-0000-6570-5511.00	Gas,Utilities,Unrestricted	\$126,943.31	\$103,583.90
10-00-20-0000-6570-5520.00	Waste Disposal,Utilities,Unrestricted	-\$4,799.12	\$3,088.30
10-00-20-0000-6570-5521.00	Water (City Se,Utilities,Unrestricted	\$84,475.00	\$173,197.15
10-00-20-0000-6570-5530.00	Telephone,Utilities,Unrestricted	\$700.00	\$0.00

RECYCLING

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbe
4000's			
10-00-20-0000-6590-4390.00	Other Supplies,Recycling Progr,Unrestricted	\$421.89	
5000's			
10-00-20-0000-6590-5300.00	Dues & Membersh,Recycling Progr,Unrestricted	\$131.00	
10-00-20-0000-6590-5520.00	Waste Disposal,Recycling Progr,Unrestricted	\$1,849.00	

MOTOR POOL

FD-LC-RS-PROG-ACTV-OBJT.SB	Description	Account Balance	Encumbered
4000's			
10-00-20-0000-6776-4390.00	Other Supplies,Motor Pool,Unrestricted	-\$32,704.75	\$60,9
5000's			
10-00-20-0000-6776-5210.00	Staff Travel,Motor Pool,Unrestricted	\$3,481.98	
10-00-20-0000-6776-5220.00	Student Travel,Motor Pool,Unrestricted	\$2,680.71	
10-00-20-0000-6776-5230.00	Travel Allowanc,Motor Pool,Unrestricted	-\$38,490.15	
10-00-20-0000-6776-5530.00	Telephone,Motor Pool,Unrestricted	-\$147.36	
10-00-20-0000-6776-5610.00	Student Transpo,Motor Pool,Unrestricted	\$22,205.42	
10-00-20-0000-6776-5620.00	Field Trips/inc,Motor Pool,Unrestricted	-\$18,981.48	
10-00-20-0000-6776-5621.00	Field Trips (fe,Motor Pool,Unrestricted	\$0.00	
10-00-20-0000-6776-5630.00	Equipment Renta,Motor Pool,Unrestricted	\$0.00	
10-00-20-0000-6776-5659.00	Other Equipment,Motor Pool,Unrestricted	-\$41,359.95	\$5,6
10-00-20-0000-6776-5690.00	Other Contracts,Motor Pool,Unrestricted	\$100.00	
10-00-20-0000-6776-5820.00	Postage,Motor Pool,Unrestricted	\$0.00	

POOL BUDGET

EXPENDITURE

Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance
10-00-20-0000-6514-4390.00 (Other Supplies,Maint Swim,Unrestricted) Unrestricted					
July, 2016					
07/01/16	Adopted Budget,OB17-02,Fund 10	BA17-00197		20,721.00	
07/01/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-00114	R17-00120		6,000.00
07/27/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-01379	R17-00120		333.98-
07/27/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-01622	R17-00120		
August, 2016					
08/11/16	Lincoln Equipment Inc: Pulsar Tabs for Pool	EN17-01978	R17-01026		4,952.48
08/24/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-02570	R17-00120		159.48-
08/24/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-03069	R17-00120		
September, 2016					
09/07/16	Lincoln Equipment Inc: Pulsar Tabs for Pool	EN17-03105	R17-01026		4,952.48-
09/07/16	(Lincoln Equip Inc): Pulsar Tabs for Pool	EX17-04024	R17-01026		
09/21/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-03789	R17-00120		198.19-
09/21/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-04835	R17-00120		
October, 2016					
10/05/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-04415	R17-00120		163.57-
10/05/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-05957	R17-00120		
10/26/16	(U S Bank): 4246044555673080	EX17-07542	0416379		
November, 2016					
11/02/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-05820	R17-00120		182.27-
11/02/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-07987	R17-00120		
11/23/16	Lincoln Equipment Inc: Pulsar Plus Briquettes for Quinn Pool	EN17-06704	R17-02503		4,977.48
December, 2016					
12/14/16	Lincoln Equipment Inc: Pulsar Plus Briquettes for Quinn Pool	EN17-07843	R17-02503		4,977.48-
12/14/16	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-07871	R17-00120		273.40-
12/14/16	(Lincoln Equip Inc): Pulsar Plus Briquettes for Quinn Pools	EX17-10812	R17-02503		
12/14/16	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-10964	R17-00120		
January, 2017					
01/25/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-09557	R17-00120		99.80-
01/25/17	B R G Precision Products: Clock for Quinn Swim Center	EN17-09630	R17-03330		1,417.78
Selection Grouped by Month					

Fiscal99a

Expenditure Account Snapshot

EXPENDITURE

Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance
10-00-20-0000-6514-4390.00 {Other Supplies,Maint Swim,Unrestricted} Unrestricted (continued)					
January, 2017 (continued)					
01/25/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-13129	R17-00120		
February, 2017					
02/01/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-09982	R17-00120		78.66-
02/01/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-13758	R17-00120		
02/22/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-10862	R17-00120		204.57-
02/22/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-14909	R17-00120		
March, 2017					
03/01/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-11225	R17-00120		495.79-
03/01/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-15714	R17-00120		
03/01/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-15715	R17-00120		
03/01/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-15716	R17-00120		
03/15/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-11898	R17-00120		172.43-
03/15/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-16636	R17-00120		
03/17/17	Lincoln Equipment Inc: Quote: WQ103602 Briquets for Pool	EN17-12002	R17-03995		4,964.96
03/22/17	B R G Precision Products: Clock for Quinn Swim Center	EN17-12121	R17-03330		1,417.78-
03/22/17	(B R G Precision Products): Clock for Quinn Swim Center	EX17-16804	R17-03330		
03/22/17	(B R G Precision Products): Unpaid Tax	EX17-16804	R17-03330		
April, 2017					
04/05/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-12884	R17-00120		469.21-
04/05/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-18274	R17-00120		
04/05/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-18275	R17-00120		
04/12/17	Lincoln Equipment Inc: Quote: WQ103602 Briquets for Pool	EN17-13295	R17-03995		4,964.96-
04/12/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-13323	R17-00120		143.24-
04/12/17	(Lincoln Equip Inc): Quote: WQ103602 Briquets for Pool	EX17-18645	R17-03995		
04/12/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-18741	R17-00120		
04/19/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-13731	R17-00120		376.33-
04/19/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-19222	R17-00120		
May, 2017					
05/03/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-14456	R17-00120		256.31-
Selection Grouped by Month					

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Generated for Anna Felciano (AFELCIANO), May 17 2

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Expenditure Account Snapshot

EXPENDITURE

Trans Date	Vendor(Payee): Description	Journal #	Reference #	Budget	Encumbrance
10-00-20-0000-6514-4390.00 {Other Supplies,Maint Swim,Unrestricted} Unrestricted (continued)					
May, 2017 (continued)					
05/03/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-20559	R17-00120		
05/10/17	Purity Prod Co: BLANKET PO FOR SUPPLIES (MAINT)	EN17-14785	R17-00120		937.27-
05/10/17	(Purity Prod Co): BLANKET PO FOR SUPPLIES (MAINT)	EX17-21004	R17-00120		
Totals				20,721.00	1,455.50

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0002	ALL	04	07	\$18,737.00	Bring Present Budget up to \$170,599 from \$151,862: To purchase supplies to maintain the buildings and equipment on all campuses.
0002	ALL	04	07	\$54,526.00	Bring Present Budget up to \$197,197 from \$142,671: Increase Contracts to service equipment
0004	ALL	04	07	\$71,257.00	Equipment Servicing
0007	ALL	06	04	\$5,385.00	Training and Certification of Fac. Ops Staff
0017	ALL	04	07	\$15,033.00	Equipment Non-Instructional
0018	ALL	07	04	\$15,672.00	STNC (1X)
0021	ALL	04	07	\$125,000.00	Supplies
0022	ALL	06	04	\$995.00	Travel
0023	ALL	06	06	\$265.00	Student Travel
0029	ALL	04	07	\$24,095.00	Equipment Repair
0030	ALL	04	07	\$100.00	Contracts
0031	ALL	04	06	\$805.00	Equipment 1x over \$500
0032	ALL	04	07	\$20,721.00	Supplies

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Automotive/Equipment Mechanic	40.00	12.00	Under general supervision, perform master journey-level work in the diagnostic, overhaul, adjustment, repair and maintenance of campus vehicles and equipment; complete metal fabrication and repairs as needed; act as lead worker to other classified staff in the area; and perform related work as required.
HVAC and Controls Technician	40.00	12.00	Under general supervision, perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (EnergyManagement Control System) and controls systems. act as lead worker to other classified staff in the area; and perform related work as required.
HVAC and Controls Technician	40.00	12.00	Under general supervision, perform master journey-level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (EnergyManagement Control System) and controls systems. act as lead worker to other classified staff in the area; and perform related work as required.
Locksmith	40.00	12.00	Under general supervision, perform master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; dooropeners, closers, and hardware.
Plumber Fitter	40.00	12.00	Under general supervision, perform master journey-level work in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-related plumbing systems; act as lead worker to other classified staff in the area; and perform related work as required
Plumber Fitter	40.00	12.00	Under general supervision, perform master journey-level work in the installation, maintenance, inspection, modification, remodel and repair of mechanical plumbing equipment and fixtures for water, gas, oil, steam, sewage, fire sprinkler/prevention, and refrigeration-related plumbing systems; act as lead worker to other classified staff in the area; and perform related work as required

Position	Hr/Wk	Mo/Yr	Job Duties
Building Maintenance Generalist	40.00	12.00	Under general supervision, perform journey level work in the repair and maintenance of related facilities; may serve as lead worker to other classified staff in the area; and perform related work as required.
Energy Management Technician	40.00	12.00	Under general supervision, design, monitor, maintain and upgrade the software applications and communications peripherals of the Energy Management System; ensure efficient operation and integrity of the Energy Management System; provide training and support to users; dispatch the work of skilled maintenance workers; and perform related work as required.
Carpenter	40.00	12.00	Under general supervision, perform journey-level work in the design, construction, repair and maintenance of structures and related physical facilities; act as lead worker to other classified staff in the area; and perform related work as required.
Carpenter	40.00	12.00	Under general supervision, perform journey-level work in the design, construction, repair and maintenance of structures and related physical facilities; act as lead worker to other classified staff in the area; and perform related work as required.
Electrician	40.00	12.00	Under general supervision, perform journey-level work in the design, installation, construction, modification, repair and maintenance of electrical apparatuses, equipment and systems; act as lead worker to other classified staff in the area; and perform related work as required
Electrician	40.00	12.00	Under general supervision, perform journey-level work in the design, installation, construction, modification, repair and maintenance of electrical apparatuses, equipment and systems; act as lead worker to other classified staff in the area; and perform related work as required
Administrative Assistant III	40.00	12.00	Under the supervision of the Manager Building & Equipment Maintenance oversees the administration of the Fac. Ops Office and Service Request System including assignment of service request. Performs a great variety of administrative duties, provides budget and expense reports, enters purchasing requisitions and P.O.s into SCAPE. Supports Grounds and Custodial Services and controls the ordering of uniforms and related payment to employees.
Automotive/Equipment Mechanic	40.00	12.00	Under general supervision, perform master journey-level work in the diagnostic, overhaul, adjustment, repair and maintenance of campus vehicles and equipment; complete metal fabrication and repairs as needed; act as lead worker to other classified staff in the area; and perform related work as required.

Position	Hr/Wk	Mo/Yr	Job Duties
Pool Maintenance Technician	40.00	12.00	Under general supervision, perform master journey-level providing maintenance, inspection, modification, remodel and repair of Pool Equipment and monitoring Water Quality for the pools and pool related equipment work as required. Ensure the quality of the water in the swimming pools and related equipment are safe for students and users in general during use.
Coordinator Building & Equipment Maintenance	20.00	12.00	Under general supervision performs and supports maintenance of our buildings and equipment, functions as a lead person for projects or skilled trades related activities. This position is currently workign 50% Facilities and 50% Measure H Projects support.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Grounds & Recycling	40.00	12.00	<p>Under direction, plans, organizes, coordinates, implements, and supervises all work and beautification of</p> <p>college grounds; plans and conducts training for grounds personnel; conducts and participates in research</p> <p>projects involving campus grounds; oversees campus Oak Tree Care and Maintenance Program, Campus</p> <p>Recycling Program; manages various contracts related to Grounds Maintenance; and does related work as</p> <p>assigned.</p>
Manager, Custodial Services	40.00	12.00	<p>Under direction, organizes, coordinates and directs the work of custodial staff; coordinates District event</p> <p>set-up; develops and monitors departmental budgets; establishes and maintains hazardous materials</p> <p>records; trains, instructs and evaluates custodial staff; and does related work as required.</p>
Supervisor, Custodial Services	40.00	12.00	<p>Under direction, organizes, coordinates and directs the work of custodial staff on the evening shift;</p> <p>functions in the position of the Manager in the absence of the Manager, Custodial Services and does</p> <p>related work as required.</p>
Interim Manager, Building & Equipment Maintenance	40.00	12.00	<p>Under the direction of the Director, Facilities Operations the Manager, Building & Equipment Maintenance is responsible to oversee all the maintenance and repairs work for the Santa Rosa campus and supporting PSTC and Shone Farm. Scheduled Preventive Maintenance and 5 year capital projects plan. Oversee in the Skilled Trades staff, Energy Technician, Mechanic shop, fleet & District vehicles and AA staff in the Facilities Operations Office</p>

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC - Locksmith Assitant	25.00	12.00	Aid the present locksmith in ongoing service requests and annual repairs. Re-keying the master key set for the SR campus.
STNC - Auto Mechanic for EOC Mobile Unit	25.00	4.00	Installation of EOC equipment for the new mobile incident command vehicle for Fac Ops.

2.2d Adequacy and Effectiveness of Staffing

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0004	ALL	00	00	NEED HVAC Technician (Petaluma, PSTC, Shone)	HVAC Technician (Petaluma, PSTC, Shone)	Classified
0005	ALL	00	00	Locksmith (STNC)	Locksmith	Classified

2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

N/A

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

N/A

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	00	00	Small Fleet Trucks	2	\$12,000.00	\$24,000.00	Hank Lankford		Hank Lankford
0004	ALL	00	00	Portable Compressor with 120 PSI Graffiti Removal	1	\$13,500.00	\$13,500.00	Hank Lankford		Hank Lankford

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	Other	00	00	Unknown			\$0.00	

2.5b Analysis of Existing Facilities

See FPO's 2.5b

3.1 Develop Financial Resources

—

3.2 Serve our Diverse Communities

The Facilities Operations Department staff has been trained in the areas of sensitivity to the diversity and sexual harrassment training seminars offered by the college's compliance officer.

3.3 Cultivate a Healthy Organization

Building Operator Certificate program offered by PG&E. This seminar will enhance their ability to troubleshoot their particular trade. To enroll the staff in all of the Environmental Health & Safety training seminars. To encourage and support classes offered by the college or appropriate training service.

3.4 Safety and Emergency Preparedness

See EH&S PRPP

3.5 Establish a Culture of Sustainability

Progress on Strategic Plan Goal E

by Robert Ethington & David Liebman



Strategic Plan Goal E

“Establish a Strong Culture of Sustainability.”

- ▶ This includes the three core elements (also known as pillars) of Sustainability as listed in the SP: Environmental Stewardship, Economic Vitality and Social Equity

Specifically, the planning and implementation has been focused in the following four Goal E objectives that align with the three pillars of sustainability:

- ▶ Expand, support, and monitor district-wide sustainability practices and initiatives;
- ▶ Infuse sustainability across the curriculum and promote awareness throughout District operations;
- ▶ Promote social and economic equity in the communities we serve;
- ▶ Ensure economic sustainability by leveraging resources, partnering with our communities, and contributing to the economic growth of the region.

New Sustainability Committee



Core Indicators

- ▶ Carbon Footprint
- ▶ Sustainable Transportation
- ▶ Sustainability in Curriculum
- ▶ Sustainable Facilities

Key Performance Indicators

- ▶ Energy Efficiency
- ▶ Water
- ▶ Waste
- ▶ Carbon Footprint (Scope 2)
- ▶ Transportation
- ▶ Facilities - TBD
- ▶ Grounds - TBD
- ▶ Education - upcoming survey
- ▶ Culture - TBD

Energy Efficiency

Energy Utilization Index - EUI (Kbtu/sqft/yr)

District Baseline 2013-14 Fiscal Year: 64.5

2015-16 Fiscal Year: 60.5

6% reduction from baseline so far!

2030 Goal: 27

Water

Gallons of Potable Water used per year

District Baseline 2013-14 Fiscal Year: 47,167,000 gpy

2015-16 Fiscal Year: 36,798,000 gpy

22% reduction from baseline so far!

2020 Watershed Budget Goal: 29,865,000 gpy

Waste

% of waste diverted from landfill per year

District Baseline 2013-14 Fiscal Year: 69%

2015-16 Fiscal Year: 71%

2% increase from baseline so far! (Thanks Guy and recycling)

2030 Waste Goal: 95% Zero Waste

Matches state mandated goals

Carbon Footprint (Scope 2)

Metric Tonnes of CO₂e per year

District Baseline 2013-14 Fiscal Year: 8,342

2015-16 Fiscal Year: 7,277

Decrease is due to loss of Cogeneration Plant. 2015-16fy will become new baseline

Goal 2030 Carbon Neutral Operation: -1 Metric Tonne of CO₂e

Goal 2040 Carbon Neutral District (Scope 3)

Transportation

% of Students that take alternative transportation (not single occupancy vehicles)

District Baseline 2013-14 Fiscal Year: 4%

2020 Goal: 8%

Highlights

- ▶ \$32 million dollars from Measure H allocated for Sustainability projects
- ▶ Student Transportation Fee
- ▶ New Sustainability Standing Committee focused on Goal E
- ▶ Facilities Sustainability Internships (3 pilot students getting community involvement credit)
- ▶ 3rd annual Sustainability Summit happened in March

Sustainability Standards



The SCJCD Sustainable Design & Construction Standards apply to all capital projects and should be included in all Requests for Proposals issued for new projects, including new buildings, major renovations, interior fit-outs, system upgrades and other related infrastructure projects. In addition, these standards should be referenced in contracts for design related and construction management services.

Application of these standards in projects is intended to help establish SCJCD as a recognized leader in green building and sustainable campus operations. They are an essential component of the District's commitment to sustainability, including its desire to use its facilities as a teaching tool for behavior change and sustainable practices.

These standards identify a minimum level of design and process requirements for all new construction and renovation projects, while providing enough flexibility for individual project teams to meet project goals. The Standards also include recommendations (stretch goals) that project teams should attempt to achieve.

Recognizing that different project scopes represent different levels of sustainable design opportunity and operational impact, the sustainability standards are organized within four different project tiers.

Tier 1: Tier 1 projects include all new buildings and major building renovations with a comprehensive scope that includes room configuration modifications, new HVAC systems, envelope modifications, and new lighting.

Tier 2: Tier 2 projects are partial renovations or fit-outs of existing facilities in which systems within the renovated spaces are largely replaced (e.g. lighting, finishes, plumbing, and/or HVAC), but base building HVAC systems and the building envelope generally remain unaffected.

Tier 3: Tier 3 projects include renovations to systems with an energy impact but are focused only on those systems (e.g. renewable energy installation, HVAC upgrades, AHU replacement, lighting replacement, etc.)

Tier 4: Tier 4 projects have no or limited energy and GHG impact, such as installing bike lanes or other landscape renovation project or an interior project which only renovates finishes and furnishings.

Tier 1	Tier 2	Tier 3	Tier 4
New Building or Major Renovation	Interior Upgrades and Fit-Outs	System Upgrades	Non-Energy
New Buildings and Building-Wide Fit-Out Renovations	Partial Building Interior Upgrades and Fit-Outs HVAC, Lighting, and Materials Within the Scope	Limited Scope Projects w / Energy and GHG Impact	Limited Scope Projects w / No or Limited Energy and GHG Impact

Tier 1 Project Sustainability Standards

Tier 1 projects include all new buildings and major building renovations with a comprehensive scope that includes room configuration modifications, new HVAC systems, envelope modifications, and new lighting.

Sustainability Category	Criteria
1. Integrated Approach	<p>A. Implement a collaborative and integrated design process, engaging key SCJCD stakeholders, designers, engineers and construction team members.</p> <p>B. .20-50 year Life Cycle Cost Analysis, including total cost of ownership modeling, shall be used throughout the project development process for all major building envelope and systems decision making. Time horizon will be dependent upon project scope (20 year for major renovation, 50 years for new building).</p>
2. Ecological Site Design	<p>A. Optimize use of site specific passive design strategies including maximizing natural ventilation, fresh air, daylight, passive heating and cooling.</p> <p>B. Maximize stormwater capture through green infrastructure features (pervious pavement, bioswales, french drains and bioretention basins).</p> <p>C. Specify regional appropriate, native vegetation</p>
3. Energy Optimization	<p>A. Perform ongoing energy modeling throughout the project and complete comparison of modeled energy performance to actual performance one year after start of operations.</p> <p>B. Determine Net Zero Energy Ready target for the project. Provide on-project renewable energy to meet Net Zero demand or negotiate allocation of SCJCD renewable energy production.</p> <p>C. Provide project whole building life cycle assessment (LCA) including materials, construction impacts and operating energy usage. Greenhouse Gas (GHG) impact shall be reported as carbon dioxide equivalents (CO₂e).</p>
4. Water Management	<p>A. Design and install dual plumbing (purple pipe) reclaimed water systems for all non-potable uses (eg toilets, urinals, cooling tower, and irrigation uses)</p>
5. Responsible Sourcing	<p>A. Prioritize sourcing of locally produced goods and services</p> <p>B. Require publicly available environmental product declarations (EPDs) and ingredient disclosure for all major materials and product purchases</p> <p>C. To the maximum extent select goods and services compliant with SCJCD's Environmentally Preferable Purchasing (EPP) policy</p>

Tier 1 Project Sustainability Standards, continued

Sustainability Category	Criteria
6. Optimize Comfort and Well Being	<p>A. Provide at least 1 water bottle filling/hydration station per floor.</p> <p>B. Specify low emitting materials (including finishes, furnishings, flooring, ceiling, composite wood and insulation materials).</p> <p>C. Maximize natural light into classrooms, offices and learning environments</p> <p>D. Apply active design/universal design principles.</p> <p>E. Maximize opportunities for outside views and other biophilic features.</p>
7. Waste Management	<p>A. Recycling and compost collection bins shall be provided at a minimum 1:2000 sf ratio.</p> <p>B. Achieve 95% construction waste diversion from landfill.</p>
8. Built Environment as Teaching Tool	<p>A. Collaborate with curriculum development team to define experiential learning environments and opportunities for sustainability.</p>
9. Sustainable Operations	<p>A. Design, install and connect metering based controls for all systems including HVAC, lighting, water, gas electricity., renewable energy, and hot/chilled water. Metering and control network shall be BacnetIP Native/Compatible.</p> <p>B. Design, install and connect sensor network mesh capable of reporting occupancy, light levels and temperature as a minimum. Sensor network shall report conditions for each room or per 2000 sf in open space. Network shall be BacnetIP Native/Compatible.</p> <p>C. Projects are to be commissioned prior to occupancy and one year after occupancy. Commissioning shall be performed by an independent 3rd party.</p> <p>D. Minimum 3 year maintenance service contract shall be provide for all large appliances and advanced building controls.</p> <p>E. Building Operational Manual and training (for building operators and occupants) shall be provided.</p>
10. Sustainability Leadership	<p>A. Design and construct to LEED Silver certified minimum; stretch goals of LEED gold for major renovations and LEED platinum, Certified Net Zero Energy or Living Building Challenge Certified for new buildings</p>

Tier 2 Project Sustainability Standards

Tier 2: Tier 2 projects are partial renovations or fit-outs of existing facilities in which systems within the renovated spaces are largely replaced (e.g. lighting, finishes, plumbing, and/or HVAC), but base building HVAC systems and the building envelope generally remain unaffected.

Sustainability Category	Criteria
1. Integrated Approach	<p>A. Implement a collaborative and integrated design process, engaging key SCJCD stakeholders, designers, engineers and construction team members.</p> <p>B. 10-20 year Life Cycle Cost Analysis, including total cost of ownership modeling, shall be used throughout the project development process for all major building envelope and systems decision making. Time horizon will be dependent upon project scope.</p>
2. Ecological Site Design	<p>A. Optimize use of site specific passive design strategies including maximizing natural ventilation, fresh air, daylight, passive heating and cooling.</p>
3. Energy Optimization	<p>A. Perform ongoing energy modeling throughout the project and complete comparison of modeled energy performance to actual performance one year after start of operations.</p> <p>B. Determine Net Zero Energy Ready target for the project. Provide on-project renewable energy to meet Net Zero demand or negotiate allocation of SCJCD renewable energy production.</p>
4. Water Management	<p>A. Design and install dual plumbing (purple pipe) reclaimed water systems for all non-potable uses (eg toilets, urinals, cooling tower, and irrigation uses)</p>
5. Responsible Sourcing	<p>A. Prioritize sourcing of locally produced goods and services</p> <p>B. Require publicly available environmental product declarations (EPDs) and ingredient disclosure for all major materials and product purchases</p> <p>C. To the maximum extent select goods and services compliant with SCJCD's Environmentally Preferable Purchasing (EPP) policy</p>
6. Optimize Comfort and Well Being	<p>A. Provide at least 1 water bottle filling/hydration station per floor.</p> <p>B. Specify low emitting materials (including finishes, furnishings, flooring, ceiling, composite wood and insulation materials).</p> <p>C. Maximize natural light into classrooms, offices and learning environments</p> <p>D. Apply active design/universal design principles.</p> <p>E. Maximize opportunities for outside views and other biophilic features.</p>

Tier 2 Project Sustainability Standards, continued

Sustainability Category	Criteria
7. Waste Management	<p>A. Recycling and compost collection bins shall be provided at a minimum 1:2000 sf ratio.</p> <p>B. Achieve 95% construction waste diversion from landfill.</p>
8. Built Environment as Teaching Tool	<p>A. Collaborate with curriculum development team to define experiential learning environments and opportunities for sustainability.</p>
9. Sustainable Operations	<p>A. Design, install and connect metering based controls for all systems including HVAC, lighting, water, gas electricity, renewable energy, and hot/chilled water. Metering and control network shall be BacnetIP Native/Compatible.</p> <p>B. Design, install and connect sensor network mesh capable of reporting occupancy, light levels and temperature as a minimum. Sensor network shall report conditions for each room or per 2000 sf in open space. Network shall be BacnetIP Native/Compatible.</p> <p>C. Projects are to be commissioned prior to occupancy and one year after occupancy. Commissioning shall be performed by an independent 3rd party.</p> <p>D. Minimum 3 year maintenance service contract shall be provided for all large appliances and advanced building controls.</p> <p>E. Building Operational Manual and training (for building operators and occupants) shall be provided.</p>
10. Sustainability Leadership	<p>A. Design and construct to LEED Silver certified minimum; stretch goals of LEED gold or Living Building Challenge Petal Certified.</p>

Sustainability Guidelines



Purpose

Knowing that public institutions of higher education have the ability to influence the ideals and principles of our future decision makers, Sonoma County Junior College District (SCJCD) holds an important role in promoting sustainability. SCJCD is passionate about our responsibility to strive for the highest achievable sustainability standards to encourage positive change through example. The district is also driven to provide continued leadership in sustainability. From a campus-wide level to individual classrooms, our aim is to model a living laboratory from which everyone can learn.

These Sustainability Guidelines are a key component to the District's overall sustainable performance; helping the District and its constituents align and implement the goals of the SCJCD Sustainability Action Plan that are germane to campus building projects.

These guidelines are intended to inform both the day to day operations at all SCJCD sites as well as all upcoming construction activities including new buildings, renovations and infrastructure projects. SCJCD regards capital projects as an important opportunity to demonstrate through action our commitment to sustainable design and construction.

For all new capital projects, these guidelines should be used in conjunction with the relevant project performance criteria described in Section 5: Technical Standards - Sustainability.

Ten Guiding Principles

To truly embrace the value of sustainability, equal consideration must be given to environmental, social, and economic excellence. Specifically in support of the District's Strategic Plan Goal E: "The establishment of a culture of sustainability," we require the thorough assessment and analysis of environmental stewardship, social equity, and economic management for all projects. The ten guiding principles listed below and described in this section should be taken into account for all day to day operations as well as when designing and constructing capital projects for SCJCD.

1. Use an Integrated Approach to Building Design, Construction and Operations
2. Implement an Ecological Site Design Methodology
3. Reduce Fossil Fuel Reliance and Related Energy Costs
4. Manage Water Carefully
5. Source Materials and Services Responsibly
6. Optimize Occupant Comfort, Health and Well Being
7. Reduce Waste
8. Use the Built Environment as a Teaching Tool
9. Facilitate Sustainable Management of Campus Operations
10. Showcase Sustainability Leadership

1.1 Use an Integrated Approach to Building Design, Construction and Operations

The best buildings result from continual, organized collaboration among all players. The college should engage in a collaborative and integrated design process for active and continuing participation of users, facilities operators, and design and construction members in SCJCD building projects.

1. In the formative programming phase, identify sustainability priorities and key milestones in the project time-line.
2. Engage facility maintenance and operations personnel as well as other key SCJCD stakeholders throughout the design development and construction process.
3. Provide a project relevant (20-50 year) Life Cycle Cost Analysis/Total Cost of Ownership assessment for all major building envelope elements and systems as well as value engineering proposals.

1.2 Implement an Ecological Site Design Methodology

Land is a crucial component of the built environment. Ecological approaches to site design should be employed to minimize negative environmental impacts and support healthy and natural ecological processes while also ensuring that site and building design fit the campus aesthetic and create a unique sense of place.

1. Integrate landscape and people with living processes occurring on its campuses.
2. Maintain and restore climate appropriate landscaping.
3. Follow SCJCD Guidelines on tree protection, to minimize all disturbances and damage to District trees.
4. Design buildings to make use of climate resources, such as solar income, wind income, water income from rain and ground water, and work to design buildings that embody the ecological culture of Sonoma County.
5. Strive to be a permaculture rich college, connecting students, faculty and the community through experiential garden based ecological learning and practice.
6. Implement landscape based integrated stormwater capture including use of bioswales, french drains, mulched basins, pervious pavement and bioretention basins.

FIGURE 1 Traditional Process vs. Integrated Building Design



The traditional process is fairly linear. SOURCE: REBEKAH ALDRICH

Traditional Process	Integrated Building Design
Linear	Whole Systems Approach
Team members involved only when necessary	Team members included throughout
More decisions made by fewer people	More decisions made in teams, iteratively
Emphasis on up-front costs	Emphasis on full life-cycle costs and benefits
Systems considered in isolation	Systems considered in relationship to others, allowing for full optimization
Less time, energy, and collaboration exhibited in early stages	Front-loaded—time and energy invested early

SOURCE: U.S. DEPARTMENT OF ENERGY

1.3 Reduce Fossil Fuel Reliance and Related Energy Costs

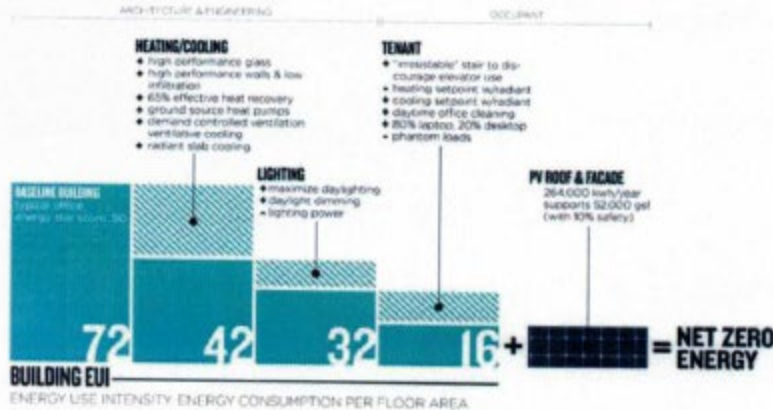
Implementing strategies to save energy and utilizing renewable energy sources will lower greenhouse gas (GHG) emissions, reduce operating costs, and minimize the district's reliance on fossil fuels.

SCJCD has the goal of becoming a Zero Net Energy (ZNE) District by 2030. In pursuing this goal, the district recognizes a design pathway that focuses first on conservation, followed by maximizing energy efficiency, lowering power demand, and finally generating power on-site, for example with rooftop and carport solar (PV) arrays.

1. All new buildings and major renovations shall be modeled to determine what the target Energy Use Intensity (EUI) is for the project to achieve ZNE (Source) performance.
2. All new buildings and major renovations shall be at least 15% more energy efficient than required by current California Title 24 energy

requirements.

3. Passive design strategies (eg natural daylight, operable windows, correct solar orientation) shall be the primary focus in order to lower buildings loads as much as possible before active systems are designed.
4. All new buildings and existing buildings must be benchmarked on EPA's Portfolio Manager. New buildings shall be designed to result in an EnergyStar rating of 95 or higher.
5. All new buildings and deep retrofits to existing buildings must be designed to accommodate roof top renewable energy systems (eg PV, CSP or solar hot water) or green roofs/terraces for at least 75% of the available roof surface. Alternatively, provision is to be made to procure energy from some other on-site renewable source.
6. Bacnet IP native/compatible Energy Metering and Energy Management Systems shall be implemented in all existing buildings, new building construction and renovation projects as well as campus systems and landscape projects. HVAC, lighting and occupancy sensing are also to be integrated.
7. New construction and all retrofit/renovation projects shall research and apply for all available utility incentives, assist in grant applications, and ensure follow through with all applicable programs including PG&E's Savings by Design and any other new offerings.
8. Provide preferred parking for alternative fuel vehicles and carpooling
9. Provide electric vehicle charging stations powered by on-site PV.



THE PATH TO NET ZERO ENERGY

1.4 Manage Water Carefully

Water is a valuable resource fundamental to our health, the economy and the environment. In California, water is precious and conservation is critical. SCJCD plans to manage water on its campuses responsibly and conserve wherever possible.

1. All new buildings, surrounding pathways and roads must be designed to integrate with the campus stormwater management system, which is to capture 100% stormwater on site from a 10 year magnitude storm.
2. All new building projects, deep retrofits to existing buildings, and site infrastructure projects must include dual plumbed piping to accommodate secondary water for use in toilets, cooling towers, irrigation and other non potable uses.
3. Provide water bottle filling stations in all buildings.
4. All new buildings and existing building renovations must include sub-metering infrastructure that separates out Domestic usage from Irrigation usage and connects to an IP platform that is approved by the Information Technology Department.



**RECYCLED
WATER
PROGRAM**

1.5 Source Materials and Services Responsibly

Responsible sourcing of goods and services requires a holistic approach to supply chain management, product selection, and procurement criteria transparency. SCJCD aims to increase efforts to procure goods and services that encompass responsible management across social, economic and environmental dimensions.

1. Select materials that meet the District's new Environmentally Preferred Purchasing (EPP) Policy, including recycled content, FSC certified wood and low-emitting materials.
2. Prefer materials and services that are sourced locally, using local labor and resources.
3. Require publicly available product environmental and ingredient transparency (Environmental Product Declarations and Health Product Declarations/Ingredient Disclosure)
4. Prefer materials that have low embodied energy and carbon footprints.
5. Require EnergyStar and WaterSense compliant appliances and fixtures for all new buildings and facility renovations.
6. Require that all computers (including desktops, laptops and monitors) meet EPEAT Gold standard.



1.6 Optimize Occupant Comfort, Health and Well Being



People spend a majority of their time indoors and therefore, the indoor environment has a significant influence on their health, well-being, and productivity. Student, faculty, and employee's health and comfort directly impacts ability to learn and work productively.

1. All regularly occupied space must have operable windows that give access to fresh air and sunlight. Unless it does not comply with District safety and energy standards.
2. Include measures for monitoring Indoor Environmental Quality and thermal comfort
3. Design buildings to promote walking, healthy movement, and exercise whenever possible
4. Include considerations of biophilic design, including access to nature, safety, texture and color.
5. Provide building occupants control over their environment (eg open windows, move chairs, sit or stand while working).
6. Implement green cleaning practices
7. Provide water bottling filling/hydration stations on every floor of each building
8. Provide an occupant oriented sustainability hub at each site that includes: bike repair station, solar powered docking station, water bottle filling station, covered seating, recycle and compost center, covered bike parking and video surveillance.
9. Work continually to improve public transit and alternative forms of access to district sites.

1.7 Reduce Waste

Construction and demolition generate enormous quantities of solid waste and reducing waste as well as diverting waste from the landfill provides financial savings in addition to environmental benefits. SCJCD aspires to reduce waste all of its construction projects and ensure adequate recycling and composting facilities are designed in their new facilities.

1. Promote source reduction in all aspects of facility design, construction and operations.
2. Exceed statewide landfill diversion goal of 75% by 2020
3. Include building and campus infrastructure for collection and storage of recyclables, trash and on-site composting, including appropriate signage.
4. Provide at least on recycling and one composting collection bin in every 2000 sf of building space.



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1. Promote source reduction in all aspects of facility design, construction and operations.
2. Exceed statewide landfill diversion goal of 75% by 2020
3. Include building and campus infrastructure for collection and storage of recyclables, trash and on-site composting, including appropriate signage.
4. Provide at least on recycling and one composting collection bin in every 2000 sf of building space.



4.1a Course Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
College Tours/Broadcasts				X	X	X	X	X	X							X
Integrated Environmental Planning Committ		X		X	X	X	X	X	X	X	X	X				X
Sustainable/Green Practices				X	X	X	X	X	X			X				X

4.2b Narrative (Optional)

5.0 Performance Measures

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	00	00	SEE FPO'S 6.3a - GOALS			

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	00	00	SEE FPO'S 6.3a - GOALS			