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STANDARD III.B. DRAFT – 10/3/22

Standard III.B. Physical Resources

- 1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.**

Evidence of Meeting the Standard

Under the purview of the Office of Facilities and Capital Planning, Buildings and Grounds staff ensure that existing facilities are safe and accessible by two primary means: (1) regular walkthroughs; and (2) requests from individuals via an online reporting system (SchoolDude) to report maintenance and custodial conditions in need of attention. (IIIB1-1, IIIB1-2)

SchoolDude reports allow Buildings and Grounds staff to plan and track repairs and maintenance. To fulfill SchoolDude requests, the College employs a variety of trade specialists including a carpenter, painters, a locksmith, electricians, landscapers, and building engineers to perform routine maintenance and required repairs or equipment updates. The College solicits the assistance of several specialized service providers to assist with repairs beyond the scope of work of regular College staff. A team of full- and part-time custodial staff ensure a clean and sanitary environment for students and employees. (IIIB1-3, IIIB1-4, IIIB1-5)

During the COVID-19 pandemic, the College implemented a number of facilities-related safety measures with HEERF funding, including the installation of plexiglass barriers, spacing of desks and other furniture, improving building air filtration, and distributing portable air purifiers for individuals with health needs, along with other safety measures per the San Francisco Department of Public Health requirements. (IIIB1-6, IIIB1-7, IIIB1-8)

In addition, the San Francisco Community College District Police Department (SFCCDPD) assures the safety of employees and students at all locations where it offers courses, programs, and learning support services, which includes patrolling campus areas and providing safety information, among other services. (IIIB1-9, IIIB1-10, IIIB1-11, IIIB1-12)

To ensure sufficiency of physical resources, departments submit requests for upgrades through the program review process. (IIIB1-13, IIIB1-14, IIIB1-15)

On a larger scale, the College's Facilities Master Plan (FMP) serves as the guiding document for enhancing the College's existing facilities and constructing new facilities as needed. The FMP promotes access, safety, security, and sufficiency of the College's physical resources. The FMP also supports achievement of the College's Education Master Plan goals which include attention to modernizing facilities and ensuring safety (see especially Goal VII). Bond funding supports much of this work. (IIIB1-16, IIIB1-17, IIIB1-18, IIIB1-19, IIIB1-20)

The Office of Facilities and Capital planning oversees the implementation of the FMP through a 5-Year Capital Outlay Plan that it updates and submits annually to the state. This plan details the current status including changes and additions of the College's physical facilities and plans for capital improvements in line with the FMP. The College also submits a deferred maintenance plan to the state. (IIIB1-21, IIIB1-22, IIIB1-23)

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When carrying out construction and renovation projects, the Office of Facilities and Capital Planning works with outside contractors who follow established College procedures and design standards that promote access, safety, security, and sufficiency. (IIB1-24)

The College's Facilities Committee, a standing committee of the Participatory Governance Council (PGC), supports facilities planning by discussing, reviewing, and voting on recommendations to the PGC regarding facilities projects that incorporate access, safety, security, and sufficiency. Similarly, the Board of Trustees' Facilities Master Planning and Oversight Committee also reviews and provides input as appropriate before the full Board receives action items. (IIB1-25, IIB1-26, IIB1-27)

Analysis and Evaluation

Through staffing, contracts, College-wide plans, and participatory governance, the College assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. The College constructs and maintains facilities to assure access, safety, security, and a healthful learning and working environment.

Buildings and Grounds is transitioning away from SchoolDude toward a system that includes preventative maintenance functions (e.g., inspections, checklists, reminders about filter replacements, fire extinguishers, etc.). This new system should be in place by Spring 2023 and will promote a more proactive approach to facilities management, which is critical given the numerous requests for maintenance as evidenced by the sample SchoolDude report. In addition, the College will be either demolishing and rebuilding or significantly renovating a number of facilities within the next six years in line with the Facilities Master Plan and Bond projects.

- 2. The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.**

Evidence of Meeting the Standard

The Facilities Master Plan is grounded in the College mission and engaged all stakeholders in the development process. The Office of Facilities and Capital Planning is responsible for implementing the FMP with guidance and input through participatory governance, in particular from the PGC Facilities Committee. Per its purpose statement, the PGC Facilities Committee "Assess[es] and make[s] recommendations concerning relevant facilities requests with particular attention to the impact of proposed projects on (a) conditions for learning, teaching and working and (b) the over-arching goal of rebuilding college enrollment." (IIB2-1, IIB2-2, IIB2-3, IIB2-4)

A Board of Trustees Facilities Master Planning and Oversight committee also helps guide this work. (IIB2-5)

Program review resource requests and meetings with building users inform building and equipment upgrades or replacements. (IIB2-6, IIB2-7, IIB2-8, IIB2-9, IIB2-10)

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Collectively, these mechanisms are intended to ensure that the College effectively utilizes its physical resources and ensure the continuing quality of those resources through upgrades and/or replacements.

The Office of Facilities and Capital Planning also works in partnership with Academic and Institutional Affairs and Student Affairs to ensure that existing facilities, planned improvements, or new construction meet the College's academic and support program needs and will be effective, efficient, and appealing to students, faculty, and staff. This was particularly true during the development of the FMP. (IIB2-11)

In addition, Buildings and Grounds has developed and is strategizing action on a new five-year Deferred Maintenance Plan to address previous maintenance shortfalls. (IIB2-12)

Analysis and Evaluation

The College acquires, builds, maintains, and upgrades its physical resources, including facilities, equipment, land, and other assets, in a manner that considers effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.

- 3. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.**

Evidence of Meeting the Standard

The development of the FMP included an analysis of existing conditions. In addition, when carrying out any facilities projects, the College works with specialized consultants including architects, general contractors, and industrial and environmental specialists to evaluate building facilities and grounds to ensure a course of action to effectively and safely maintain, upgrade, plan, and construct new facilities for the College. This includes analyzing existing space utilization using Fusion Data along with the Education Master Plan to make decisions about the design of the building. (IIB3-1, IIB3-2, IIB3-3, IIB3-4)

Analysis and Evaluation

The College plans and evaluates its physical resources on a regular basis, taking utilization and other relevant data into account.

Generally, the College footprint for class offerings is larger than current need and usage. With limited custodial and police staffing, the College is working toward consolidating space usage at any given time to ensure that custodial and police staffing is sufficient.

- 4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.**

Evidence of Meeting the Standard

The College's Facilities Master Plan is a long-range (10-year) plan that supports institutional improvement goals aimed at fulfilling the College's mission. The FMP serves as the

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implementation plan for one of the goals within the College’s Education Master Plan (“Maintain, improve and build facilities”). (IIIB4-1, IIIB4-2)

A manual entitled, *Total Cost of Ownership - Facilities Management Standard Volume 1*, guides the College in ensuring that capital plans reflect projections of the total cost of ownership. The FMP also addresses total cost of ownership in its goals, planning principles, and facilities condition analyses. (IIIB4-3, IIIB4-4, IIIB4-5, IIIB4-6, IIIB4-7)

Analysis and Evaluation

The College has a long-range Facilities Master Plan that supports institutional improvement goals and is grounded in the College mission. When acquiring new facilities and equipment, the College evaluates and considers the total cost of ownership.

To better promote the College’s ability to account for total cost of ownership, the tentative FY 2022-23 budget contains a line item for upgrades and maintenance of facilities. The College is also utilizing the recent allocation from the California Community Colleges Chancellor’s Office for deferred maintenance.

Conclusions on Standard III.B. Physical Resources

The College has systems in place to promote safety and sufficiency of its physical resources; however, it is taking action to improve those systems and its infrastructure. The Facilities Master Plan carries out one of the Education Master Plan goals and guides the College’s facilities renewal and renovations. A PGC Facilities Committee provides input into implementation of the Facilities Master Plan and general guidance related to facilities, along with a Board of Trustees Facilities Master Planning and Oversight Committee. Program reviews include requests for facilities improvements that also inform facilities or equipment upgrades. Through the Facilities Master Plan and other ongoing efforts, the College regularly evaluates its physical resources, including effective utilization while also taking into consideration total cost of ownership.

Improvement Plan(s)

As noted in IIIB1, in Spring 2023, the College will implement a new system for tracking maintenance needs that includes preventative maintenance functions. In addition, over the next six years, the College will establish a “clean(er) slate” with regard to its facilities by carrying out its Facilities Master Plan and Bond projects, which involve completely rebuilding or substantially renovating a number of facilities. Finally, as noted in IIIB3, the College is consolidating its footprint for class offerings, which will reduce the need for maintenance.

With the above improvements, the College is updating its operations plan for custodial services and developing an operations plan for engineering services. To support this work, the College is in the process of hiring key supervisory positions and will review overall staffing levels based on the outcome of the operations plans. Driving documents for the development of the operations plans are the *Total Cost of Ownership – Facilities Management Standard Volume 1*, the CCSF Handbook of Custodial Operations, and the APPA *Operational Guidelines for Educational Facilities Maintenance*.¹

¹ https://www1.appa.org/bookstore/product_browse.cfm?itemnumber=2257

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Evidence List

[IIIB1-1 Buildings and Grounds Web Page](#)

[IIIB1-2 School Dude Request System](#)

[IIIB1-3 Sample School Dude Report](#)

[IIIB1-4 Sample List of Term Purchase Agreements with Specialized Service Providers](#)

[IIIB1-5 Custodial Operations Handbook](#)

[IIIB1-6 Sample Air Filter Orders](#)

[IIIB1-7 Oransi Portable Purifier Specs](#)

[IIIB1-8 Sample Plexiglass Order](#)

[IIIB1-9 About SFCCD Web Page](#)

[IIIB1-10 Campus Police Web Page](#)

[IIIB1-11 Crime Prevention Web Page](#)

[IIIB1-12 Emergency Procedures Web Page](#)

[IIIB1-13 Program Review Web Page](#)

IIIB1-14 Comprehensive Program Review Guide (see [IB5-1](#))

[IIIB1-15 Fall 2021 List of Program Review Resource Requests for Facilities](#)

IIIB1-16 Facilities Master Plan - 2019 (10-year plan) (see [IA3-8](#))

[IIIB1-17 Education Master Plan Description of Goal VII p. 46](#)

[IIIB1-18 CCSF Bond Projects and Funding Language Web Page](#)

[IIIB1-19 Proposition A-2020 Master Bond Project List](#)

[IIIB1-20 Proposition A-2020 Bond List Revision 1](#)

[IIIB1-21 Office of Facilities and Capital Planning Web Page](#)

[IIIB1-22 FY2023 - FY2027 Five Year Capital Outlay Plan \(FY2023 - 2024\)](#)

[IIIB1-23 Deferred Maintenance Plan](#)

[IIIB1-24 CCSF Design and Construction Standards Table of Contents](#)

[IIIB1-25 PGC Facilities Committee Description and Purpose](#)

[IIIB1-26 Sample PGC Facilities Committee Minutes 7/25/22](#)

IIIB1-27 Sample BOT Facilities Master Planning and Oversight Committee Agenda/Minutes

IIIB2-1 Facilities Master Plan - 2019 (10-year plan) (see [IA3-8](#))

IIIB2-2 PGC Facilities Committee Description and Purpose (see [IIIB1-24](#))

[IIIB2-3 Sample Facilities Committee Minutes - 11/9/20](#)

[IIIB2-4 Sample Facilities Committee Minutes - 5/23/22](#)

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IIIB2-5 Sample BOT Facilities Master Planning and Oversight Committee Agenda/Minutes

IIIB2-6 Program Review Web Page (see [IIIB1-12](#))

IIIB2-7 Comprehensive Program Review Guide (see [IB5-1](#))

IIIB2-8 Fall 2021 List of Program Review Resource Requests for Facilities (see [IIIB1-15](#))

[IIIB2-9 Sample STEAM Building User Meeting Minutes](#)

[IIIB2-10 Sample STEAM Building User Meeting Minutes - Chemistry](#)

[IIIB2-11 FMP Appendix 5](#)

[IIIB2-12 2021-11-02-Deferred Maintenance - Bldg Grnds Updated 11-19-21](#)

[IIIB3-1 Facilities Master Plan - Existing Conditions](#)

[IIIB3-2 Sample RFP for Design Services](#)

[IIIB3-3 Fusion Data Space Inventory](#)

IIIB3-4 Education Master Plan 2018-2025 (see [IA2-7](#))

IIIB4-1 Facilities Master Plan - 2019 (10-Year Plan) (see [IA3-8](#))

IIIB4-2 Education Master Plan Description of Goal VII (p. 46) (see [IIIB1-16](#))

[IIIB4-3 Total Cost of Ownership - Facilities Management Standard Volume 1](#)

[IIIB4-4 Facilities Master Plan - 2019 - Goals](#) (p. 1-11)

[IIIB4-5 Facilities Master Plan –2019 – Planning Principles](#) (p. 4-3 and 4-4)

[IIIB4-6 Facilities Master Plan – 2019 – Facilities Condition Analysis of Ocean Campus](#) (pp. 2-66 to 2-70)

[IIIB4-7 Facilities Master Plan – 2019 – Facilities Condition Analysis of Centers](#) (pp. 2-82 to 2-83)