

SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Facilities Planning & Operations
4th Annual General Session
June 4, 2004



COLLEGE of
SAN MATEO



Agenda

- **FPO Department**
- **CIP**
- **M&O**



New Staff



- **College of San Mateo**
 - Brendan O'Brien
 - Dave Haw
 - Jimmy Chan
- **Skyline College**
 - Richard Inokuchi

Retirees



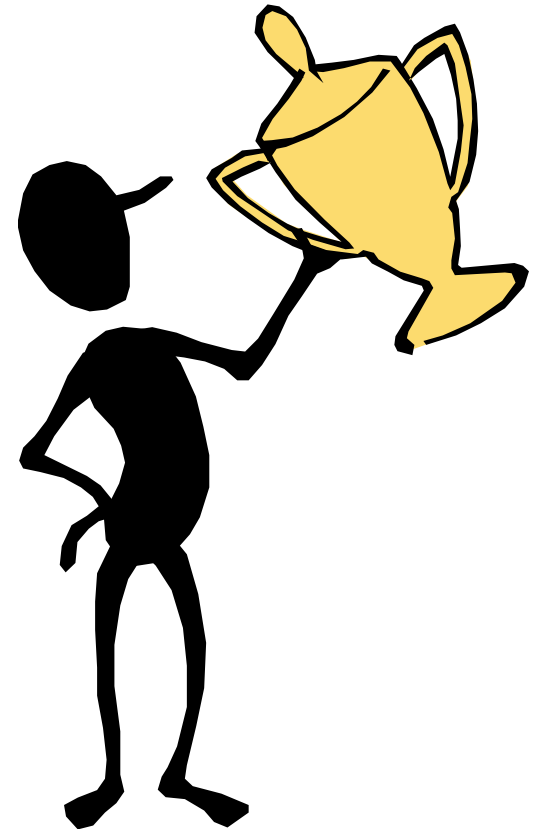
"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Service Awards

- **10 Years**
 - Paul Phill Fong
 - Dien Huynh
- **20 Years**
 - Danny Glass
 - Roberto Delgado Covarrubias
 - Jozsef Veres
- **25 Years**
 - Cliff Heap



Cañada Faculty Senate Awards

- Outstanding Classified Employee
 - Jozsef Veres



"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Mission Statement

To provide professional, responsive & quality facilities planning, construction & maintenance service to the San Mateo County Community College District

Vision Statement

Develop a quality & professional facilities team that will provide first rate custodial, grounds, engineering maintenance, and project management services to the college community



"Facilities Excellence"

Goals



- **To be the facilities service provider of choice for Cañada, CSM and Skyline**
- **To be a team of inspired professionals that has attained internal and external distinction**
- **To earn a facilities achievement award by 2008**
- **To successfully implement the Capital Improvement Program**

Teamwork

team-work

Pronunciation: 'tEm-"work

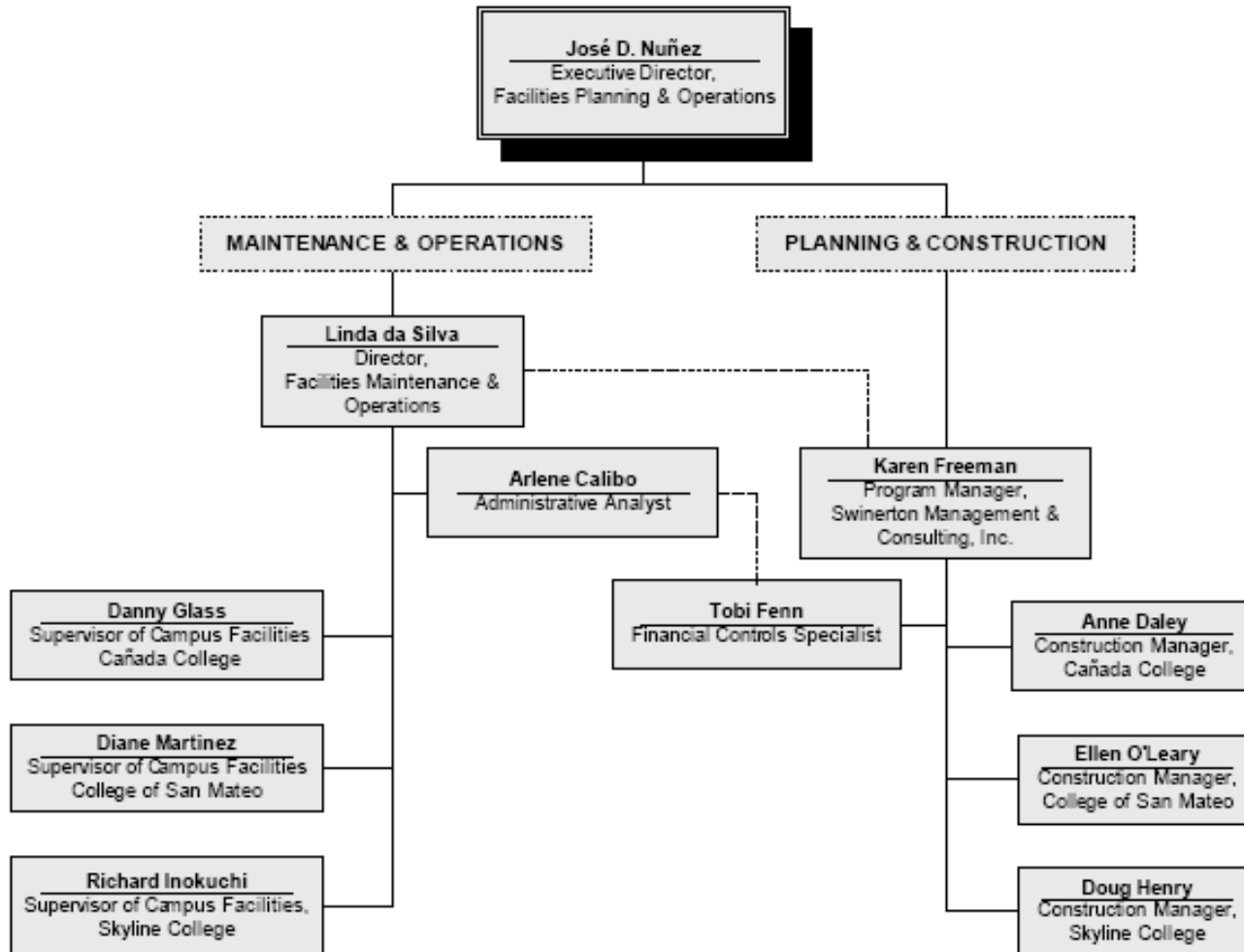
Function: *noun*

Date: circa 1828

work done by several associates with each doing a part but all working collaboratively towards a common goal



Organizational Chart



Cañada College – FPO Team

Campus Supervisor

Danny Glass

Supervisor of Custodial & Grounds Operations

Ignacio Carlos

Office Assistant

Tatiana Degai

Custodians

- Joe M. Rodrigues, *Lead Custodian*
- Jimmy Chow, *Custodian*
- Eduardo Gonzalez, *Custodian*
- Miguel Gonzalez, *Custodian*
- King Lau, *Custodian*
- Guadalupe Mendoza, *Custodian*
- Ruben Ortega, *Custodian*
- Juan Rico, *Custodian*
- Alejandro Toscano, *Custodian*

Groundskeepers

- Joel Rivas, *Lead Groundskeeper*
- Daniel Gil Salgado, *Groundskeeper*
- Michael Zan, *Groundskeeper*

Engineers

- Jozsef Veres, *Chief Engineer*
- Frank Allegret, *Maintenance Engineer*



College of San Mateo – FPO Team

Campus Supervisor

Diane Martinez

Supervisor of Custodial & Grounds Operations

Dave Haw

Office Assistant

Pam Emmons

Custodians

Francisco Carlos, *Lead Custodian*

Luisa Azevedo, *Custodian*

Luis Carranza, *Pool Custodian*

Jimmy Chan, *Custodian*

Roberto Delgadocovarubbias, *Custodian*

Bryant Evans, Custodian

Rigoberto Guzman, *Custodian*

Luis Hernandez, *Custodian*

Phen Ly, *Custodian*

Manuel Medina, *Custodian*

Huong Nguyen, *Custodian*

Robert Post, *Custodian*

Jorge Ramirez, *Custodian*

Pablo Santamaria, *Custodian*

Alfonso Vazquez, *Custodian*

Groundskeepers

Brendan O'Brien, *Lead Groundskeeper*

Pat Crippen, *Groundskeeper*

Bill Elliot, *Groundskeeper*

Carol Reed, *Groundskeeper*

Robert Revo, *Groundskeeper*

Tom Thomas, *Groundskeeper*

Steve Zoboli, *Groundskeeper*

Engineers

Moe Garza, *Chief Engineer*

Cliff Heap, *Sr. Maintenance Engineer*

Phil Fong, *Maintenance Engineer*

Al Gotelli, *Maintenance Engineer*

Timothy Granillo, *Utility Engineer*

Terry Tindell, *Utility Engineer*

Skyline College – FPO Team

Campus Supervisor

Richard Inokuchi

Supervisor of Custodial & Grounds Operations

Manny Granillo, Jr.

Office Assistant

Larisa Cosmineanu

Custodians

Giao Van Bui, *Lead Custodian*

Steve Bali, *Custodian*

Gordon Hairston, *Custodian*

Johnnie Henderson, *Custodian*

Dien Huynh, *Custodian*

Buu Kim Khuu, *Custodian*

Martin Morales, *Custodian*

Aubury Randle, *Custodian*

Vinesh Samujh, *Custodian*

Harold Turner, *Custodian*

Hugh Wong, *Custodian*

Groundskeepers

Sheikh Hussain, *Interim Lead Groundskeeper*

José Robledo, *Groundskeeper*

Diego Zarco, *Groundskeeper*

Engineers

Anthony Gulli, *Chief Engineer*

Bob Spacher, *Maintenance Engineer*

Tony Vassalle, *Maintenance Engineer*

James Louie, *Utility Engineer*



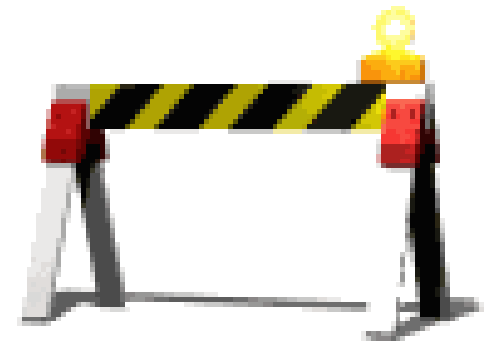
Demographics (Spring 04)

	Campus Acreage	Gross Square Feet	Assignable Square Footage	Buildings	Parking	Student Headcount (Spring '04)	Student FTES (FY 03-04 Period 2)	Full-Time Faculty & Staff (FY 03-04)
Cañada	132	340,549	180,145	10 (4 portables)	1,700	6,421	3,732	206
CSM	154	580,358	394,179	34	4,230	11,879	9,484	463
Skyline	125	383,337	277,628	13 (6 portables)	1,636	8,748	7,174	317
Chancellor's Office	N/A	25,709	13,896	1 (1 portable)	Incl. in CSM	0	0	153
TOTAL	411	1,171,823	786,413	58 (11 portables)	7,566	28,452	21,239	1,139



Capital Improvement Program (CIP)

- Facilities Needs Assessment
 - Facilities Audit
 - Comprehensive Energy Analysis
 - Facilities Master Plan
- Board Approved Facilities Project List
- Identification of Funding Sources
- Program Manager



Swinerton Program Manager

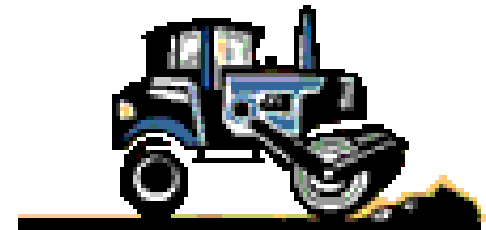
Roles & Responsibilities

- Program Definition
- Design Management
- Construction Procurement
- Construction Management
- Budget Management
- Logistics/Safety
- Capital Improvements Program - Communications



Cañada College Projects

- Bldg 3 Modernization (Summer '03-Fall '04)
- Bldg 5 Membrane (Summer '04)
- Landscape Renovations (Summer '04)
- Bldg 13 Face Lift (Summer '04)
- Bldgs 16/17/18 Modernization (Spring '05)
- Bldg 9 Library/Learning Resource Center (FPP) (Spring '05 –'07)
- Bldg 5/6 Conversion of Instructional Facilities (FPP) (Spring '07 – '08)
- Bldg 7 Facilities Maintenance Center (FPP) (Summer '06 - Summer '07)
- Bldg 1 Fitness Center Conversion (IPP) (Spring '07 – '08)



Cañada Library/LRC, Bldg 9



View from Quad



"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Cañada Library/LRC, Bldg 9



View from Building 17



"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

College of San Mateo Projects

- Swing Space
- Bldg 19 Face Lift (Spring - Summer '04)
- Bldg 18 Seismic & Modernization (Summer '04 - Spring '06)
- Faculty Housing Project (Summer '04)
- Bldg 35 Regional Public Safety Center (Fall '04 – Spring '06)
- Bldg 33 CDC Modernization, Phase II (Summer '05)
- Bldgs 1/5/6 Consolidation of Student Services & Bldg 6 Seismic Upgrade (FPP) (Fall '05 – Spring '07)
- Bldg 36 Science Building (Summer '04 – Spring '06)
- Bldg 19 Conversion (IPP) (Summer '06 – Fall '07)
- Bldgs 10/11/12 Program Consolidation (FPP) (Summer '06 – Fall '07)
- Bldgs 25-29 Demolition (Spring '08)

Regional Public Safety Center



Tone on Tone Colors



Engaged Columns



Vertical Window Expression



Flared Overhang



Solid Simplicity



Building Signage on Wall



Highs and Lows



Two-Faced Building

"Facilities Excellence"



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Regional Public Safety Center Site Plan



Bldg 36 Science Center



MCCARTHY LPA

Architecture
Planning
Interior Design
Landscape Architecture
Engineering

2295 Contra Costa
Suite 100
Walpole, California 94591

T 925 770-8800
F 925 770-8800
E info@mcclpa.com
W www.mcclpa.com

McCarthy LPA is an Equal Opportunity Employer. Minorities and women are encouraged to apply. www.mcclpa.com

College of San Mateo #36 Science Building
San Mateo County Community College District
San Mateo, CA

ARTIST RENDERING

DATE: 08/11/11
BY: J. B. BROWN
SCALE: 1/8" = 1'-0"
SHEET NO. 1/12



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

"Facilities Excellence"

Bldg 36 Science Center



NORTHEAST ELEVATION



SOUTHEAST ELEVATION

MCCARTHY LPA	<p>2200 Golden Gate Suite 200 San Francisco, CA 94111 Tel: 415.774.4100 Fax: 415.774.4101 www.mccarthylpa.com</p>	<p>College of San Mateo 936 Science Building San Mateo County Community College District San Mateo, CA</p>	<p>College of San Mateo 936 Science Building San Mateo County Community College District San Mateo, CA EXTERIOR ELEVATIONS</p>	<p>DATE: 11/11/17 SCALE: 1/4" = 1'-0" DRAWN BY: [REDACTED] CHECKED BY: [REDACTED]</p>
---------------------	---	--	---	---

"Facilities Excellence"

Bldg 36 Science Center



SOUTHWEST ELEVATION



NORTHWEST ELEVATION

<p>MECARTHY LPA</p> <p>Architectural Planning Interior Design Landscape Architecture Interior</p>	<p>2000 Santa Rosa Suite 100 San Jose, California 95128</p> <p>P: 408.713.4400 F: 408.713.4000 E: info@mclypa.com W: www.mclypa.com</p>	<p>© 2011 McCarthy LPA</p>	<p>College of San Mateo #36 Science Building San Mateo County Community College District San Mateo, CA</p> <p>EXTERIOR ELEVATIONS</p>	<p>Scale: 1/8" = 1'-0"</p> <p>DATE: 10/20/11</p> <p>1" = 1'-0"</p>
--	--	----------------------------	---	--

Skyline College Projects

- Pacific Heights Swing Space (Spring – Summer '04)
- Bldg 3 Seismic Upgrade & Modernization (Summer '04 – Summer '05)
- Bldg 8 Seismic Upgrade & Modernization (Fall '04 – Spring '06)
- Bldg 6 Student Support & Community Services Center (Student Union) & Bldg 7A Science Annex (Summer '04 - Fall '06)
- Facilities Maintenance Center (FPP) (Summer '05 – Fall '06)
- Bldg 7 Allied Health & Voc/Tech Training Center Seismic Upgrade & Modernization (IPP) (Fall '06 - Spring '08)
- Bldg 4 Demolition (Fall '06)
- Loop Road Realignment (Fall '06)
- Bldgs 3A/B/C/D/E Demolition (Fall '08)

Bldg 6 Student Union & Bldg 7A Science Annex



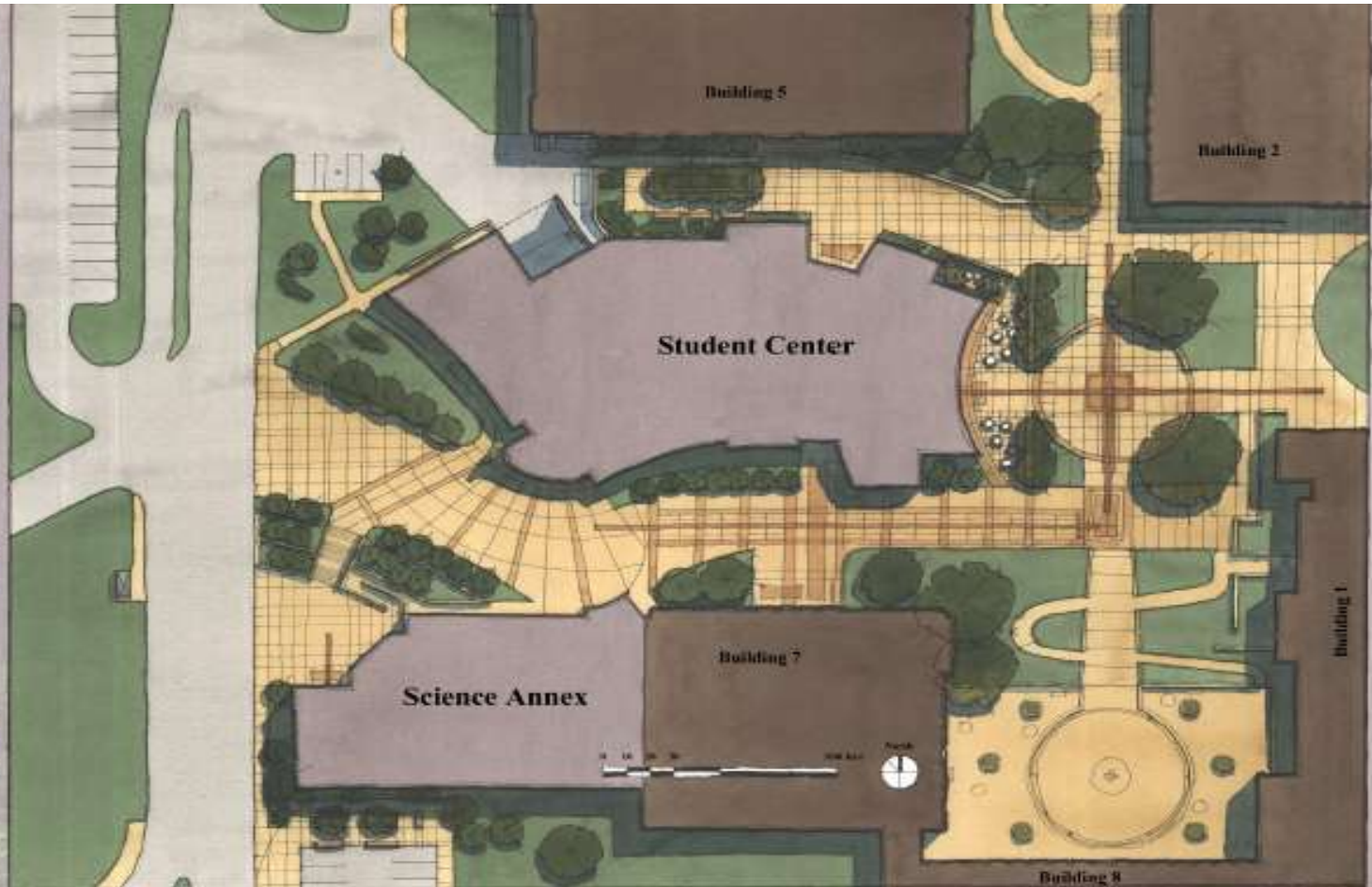
Parti Diagram



Pocket Park provides views from Building 5 and a quiet buffer zone between Building 5 and Student Center



Establish a vibrant Campus Center



Conceptual Site Plan - scale as shown



SKYLINE COLLEGE BUILDINGS 6 AND 7A
STUDENT UNION & COMMUNITY SERVICES CENTER & SCIENCE ANNEX
SMCCCD



Bldg 6 Student Union & Bldg 7A Science Annex



NORTH ELEVATION SCALE 1/8" = 1'-0"



View from dining to campus center



Artist's rendition of the pocket park



NORTHWEST ELEVATION SCALE 1/8" = 1'-0"

District Wide Projects

- Energy Efficiency Upgrades
 - CSM/SKY Cogeneration Plants (Fall '03 – Summer '04)
 - CAN Chiller Upgrade (Summer '04)
 - Lighting Retrofits (ONGOING)
 - HVAC & Controls (Fall '03 – Fall '05)
- Infrastructure Upgrades /Repairs
 - CSM Sewer Line Repairs (Summer '04)
 - CSM Water Line Upgrade (Summer '04)
 - SKY Utility Relocation (Summer '04)
 - SKY HHW Loop (Summer '04)
 - Exterior Lighting Upgrades
 - Asphalt Repairs
- Fire Alarm Upgrade Phase II (Cañada & CSM) (Spring '04 – Fall '05)
- Athletic Facilities Upgrades
 - CAN (Summer '05)
 - CSM (Spring '04 – Summer '05)
 - SKY (Spring '04 – Spring '05)

Final Recommendations

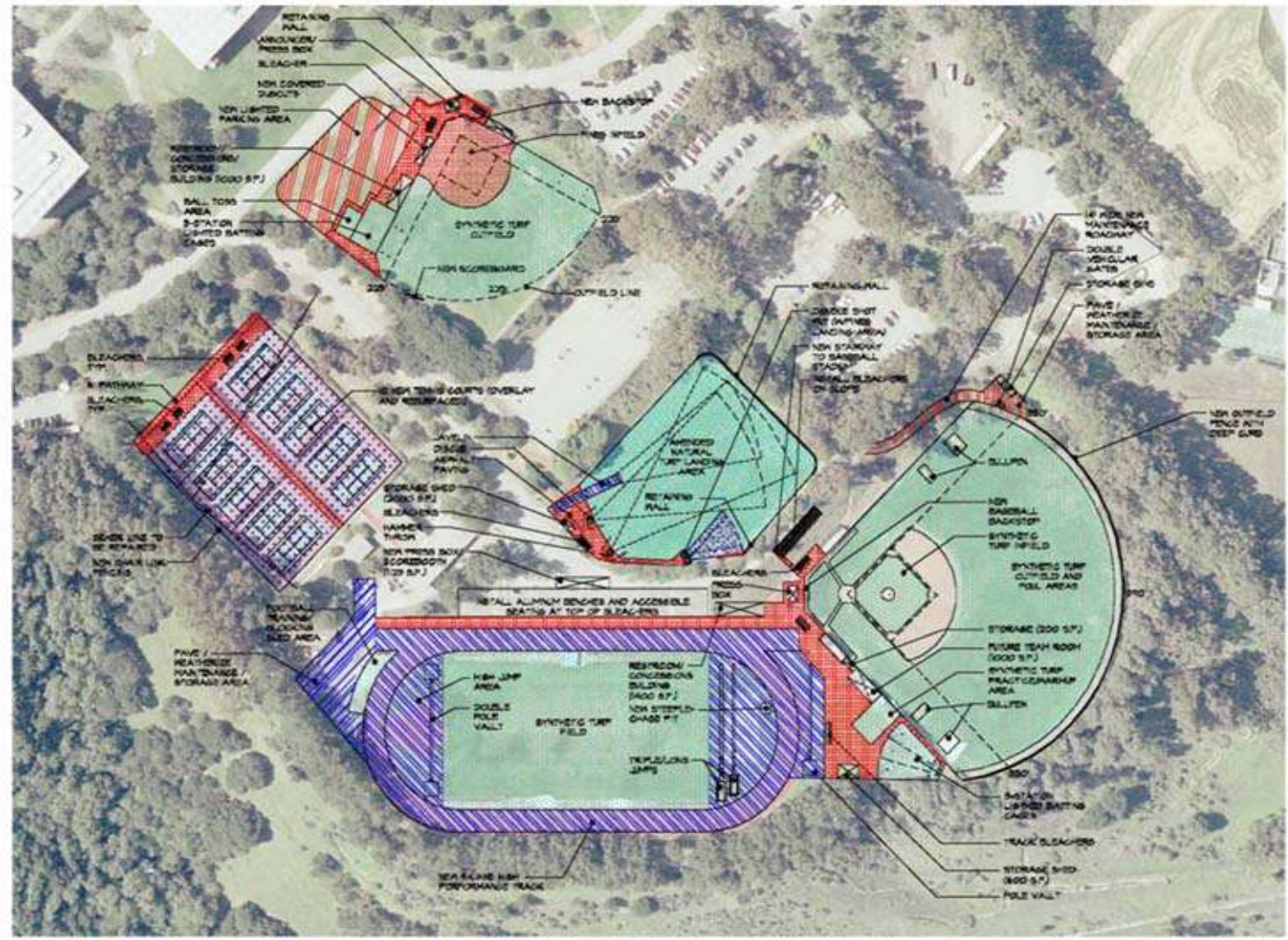
Cañada College





Final Recommendations

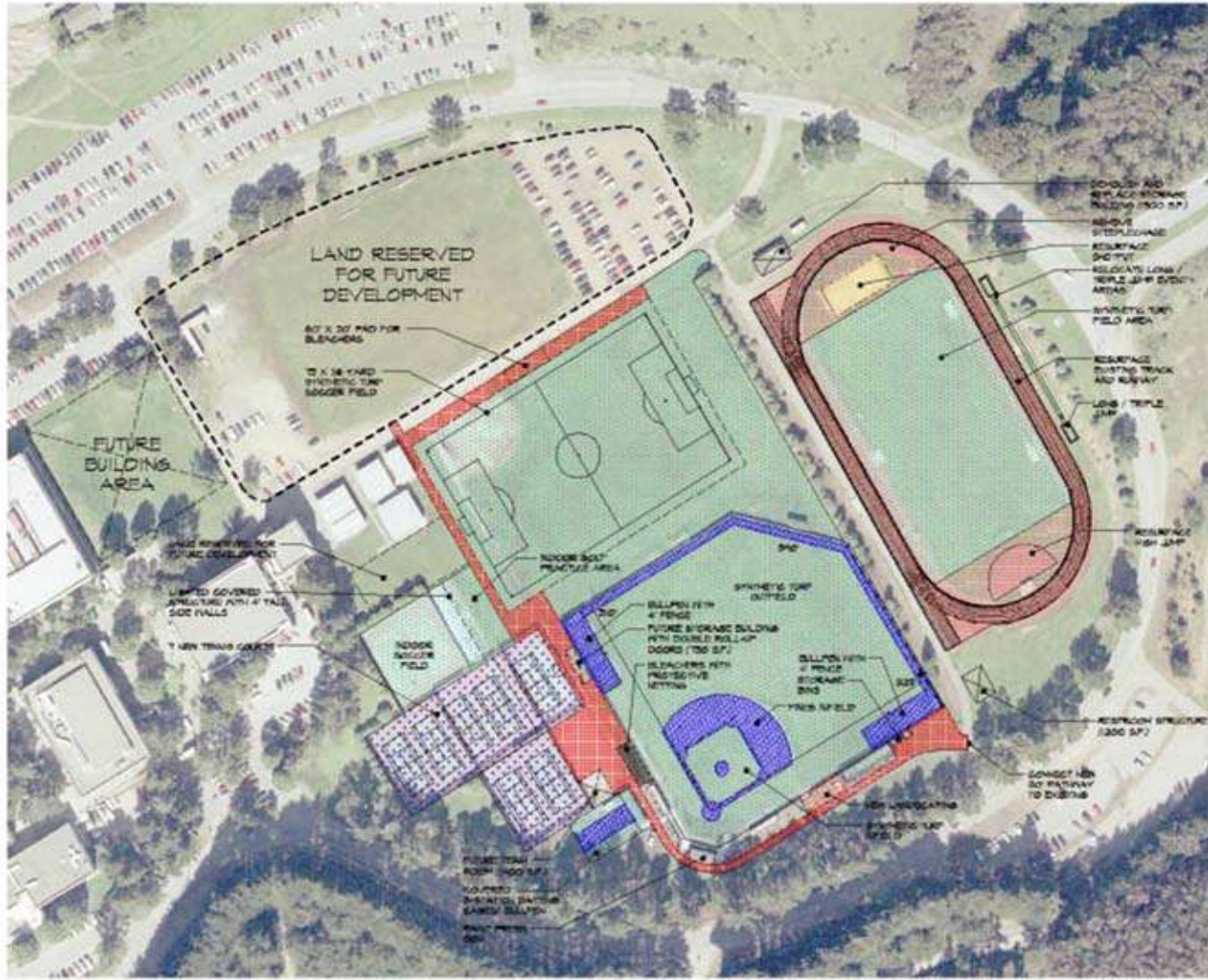
College of San Mateo





Final Recommendations

Skyline College



Construction Impacts

- Loss of parking
- Noise
- Dust
- Vehicular – Pedestrian Traffic Impacts
- Utility Shutdowns (planned and unplanned)
- General Inconvenience

M & O Initiatives Completed

- Professional Development
- FPO Safety Task Force
- Engineering Program Reorganization
- Custodial Program Review
- Enhanced Facilities Website

<http://smccd.net/facilities>

- Enhanced Communications Program
- Service Levels
- Design & Construction Standards

Training – Completed (FY 03-04)

- Access Control Systems
- AHERA Asbestos Awareness
- AHERA Bloodborne Pathogens
- AHERA Confined Spaces
- Air Pressure Hose
- Autoscrubber Usage & Applications
- Banner Financial Database
- Basic Plant & Shrub Care
- Bearings Installation & Maintenance
- Biohazard Cleanup and Disposal methods
- Blueprint Training
- Building Envelope Systems
- Building Codes
- Carpet Cleaning & Maintenance
- Chemical Hazard Identification
- Common Cleaning Tools & Electrical Equipment
- DDC EMS Controls
- Dusting Techniques & Vacuum Applications
- Elevator Dysfunction First Response
- Fire & Life Safety Systems
- Fire Extinguisher
- First Aid Basic
- Floor Care
- FUSION
- Graffiti Remover Usage
- Hand Tools
- Hand/Arm Protection
- Hazardous Materials
- Head Protection
- Heat Exhaustion
- Hearing Protection
- High Speed Floor Maintenance
- Hiring Committee Diversity Training
- Housekeeping at Work
- Ladder & Lift Safety
- MSDS Sheets
- MS Outlook
- Personal Protective Equipment
- Pesticide Documentation/Safety
- Poison Oak
- Pool Certification
- Proper Lifting & Work Techniques
- Pump Alignment
- Safe Window Cleaning Techniques
- Safe Chemical Usage & Cleaning Techniques
- Safety Assessment Program Evaluator
- Safety Assessment Program Coordinator
- Shower & Bathroom Cleaning
- Slips, Trips & Falls
- State Funding Claims Processing
- Strip & Wax Procedures
- Structural Systems
- Selection Committee Chair Training
- Roofing Systems
- Teamwork
- Vehicle Safety
- Walls, Floors & Ceilings (4 part training)
- Workplace Violence

Engineer Training – Upcoming (FY 04-05)

DESCRIPTION	DATE	TIME	LOCATION
Cogeneration Systems	06.11.04	12:00-2:15pm	Gallery Room - CSM
Lighting	07.09.04	12:45-2:15pm	District Board Room
Electrical	08.06.04	12:45-2:15pm	District Board Room
HVAC, Part I	09.03.04	12:45-2:15pm	District Board Room
HVAC, Part II	10.01.04	12:45-2:15pm	District Board Room
HVAC, Part III	12.10.04	12:45-2:15pm	District Board Room
Cerberus Fire Alarm Panel Training	TBD	TBD	TBD

Custodial Training – Upcoming (FY 04-05)

DESCRIPTION	DATE	TIME	LOCATION
Institutional Shower/Restroom Cleaning & Maintenance	June 2004	TBD	TBD
Strip & Wax Procedures	August 2004	TBD	TBD
Carpets Cleaning & Maintenance	September 2004	TBD	TBD
High Speed Machine Maintenance	October 2004	TBD	TBD
Proper Graffiti Remover Usage	November 2004	TBD	TBD
Proper Tools & Electric Equipment Usage	December 2004	TBD	TBD

Grounds Training – Upcoming (FY 04-05)

DESCRIPTION	DATE	TIME	LOCATION
Riding & Push Mowers	June 18, 2004	12:45-2:15pm	Cañada College Bldg 1-101
Turf Management	July 2004	12:45-2:15pm	TBD
Irrigation, Part I	August 2004	12:45-2:15pm	TBD
Irrigation, Part II	September 2004	12:45-2:15pm	TBD
Fire Prevention Awareness	October 2004	12:45-2:15pm	TBD
Chain Saw Operation	November 2004	12:45-2:15pm	TBD
Basic Tree Pruning & Trimming	December 2004	12:45-2:15pm	TBD
Tractor Operation, Part I	January 2005	12:45-2:15pm	TBD
Tractor Operation, Part II	February 2005	12:45-2:15pm	TBD
Pesticides	March 2005	12:45-2:15pm	TBD
Hardscape Management	April 2005	12:45-2:15pm	TBD
Species Identification	May 2005	12:45-2:15pm	TBD

FPO Safety Taskforce

- Quarterly Meetings
- Bench Marking - Safety Metrics
- Quarterly Safety Inspections
- Representatives
 - Larisa Cosmineanu, Chair
 - Al Gotelli
 - Juan Rico
 - Manny Granillo
 - Linda da Silva



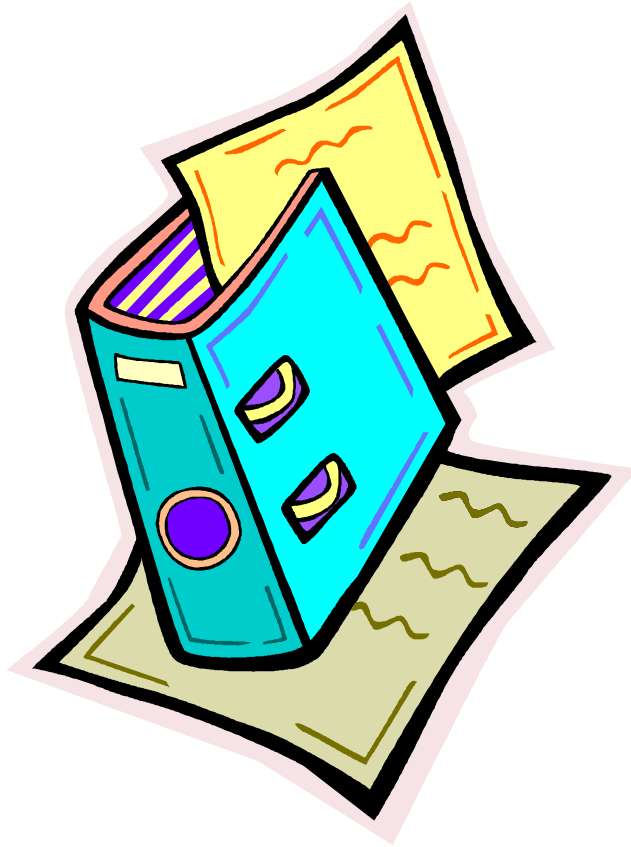
Facilities Website



<http://www.smccd.net/facilities>

"Facilities Excellence"

FPO Employee Handbook



- **Introduction**
- **Facilities Planning & Operations Guidelines**
- **Important Information**
- **Resources & Publications**
- **Appendices**

Facilities Excellence Rewards Program



- Awarded to employees for performance excellence
- Rewards Program Coupons are issued by Supervisors
- Coupons can be redeemed at any time for a reward
- A team of employees can redeem their individual coupons together for a team prize

Facilities Excellence Rewards Program

- 5 points** Jamba Juice Gift Card (\$5)
Starbucks Gift Card (\$5)
- 10 points** Subway Gift Card (\$10)
Border's Books Gift Card (\$10)
Barnes & Noble Gift Card (\$10)
- 20 points** Round Table Pizza (\$20)
Safeway Gift Card (\$20)
Albertson's Gift Card (\$20)
Sears Gift Card (\$20)
Baker's Square Gift Card (\$20)
Marie Callender's Gift Certificate (\$20)
- 25 points** Chevron Gas Card (\$25)
Old Navy Gift Card (\$25)
Target Gift Card (\$25)
Toys 'R Us Gift Card (\$25)
- 50 points** Home Depot Gift Card (\$50)
Lowe's Gift Card (\$50)
Target Gift Card (\$50)
- 100 points** Pizza Party for the team

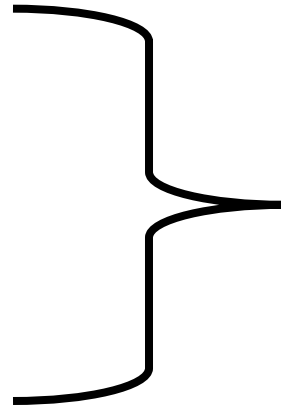
Maintenance & Operations Issues & Challenges

- Budget
- Staffing
- CIP impacts



Mantra

Professionalism
Team Work
Customer Service
Communication



Facilities
Excellence

