

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Maintenance and Operations

Contact Person: John Word

Submission Date: April 5, 2019

[Note: The information in this area will repeat on all pages.]

Porterville College Mission Statement:

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students who are capable of benefiting from community college instruction.
2. Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Program Mission Statement:

The office of Maintenance and Operations supports the mission of Porterville College by assuring that the physical resources at all locations where the college offers courses, programs and services are constructed and maintained for compliance of access, safety, security, healthful learning and working environment for all students, staff, faculty and the community at large.

Service Area Outcome:

The Maintenance and Operations Department will manage the condition of the physical plant and resources to provide a well maintained, clean and safe campus enhancing instruction and student success.

Campus personnel and students will report to the Maintenance and Operations Department their satisfaction or needs with the condition of the campus.

Analysis of Current Performance:

The Maintenance and Operations department utilizes several tools to measure current performance in relation to the successful completion of work orders, timely completion of work orders, and number of emergency work orders.

- Our Electronic work order system is a primary tool for this purpose in that it provides a variety of reports. Currently our department maintains a 98% completion rate for work orders submitted.

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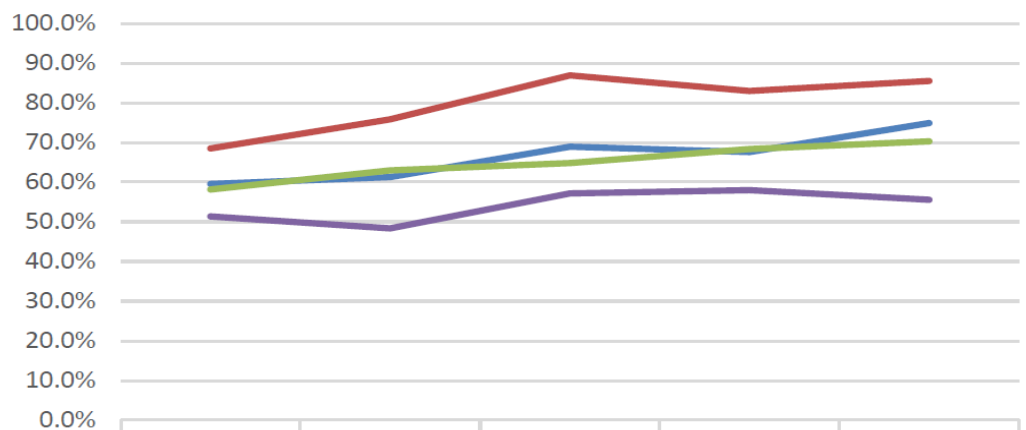
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- Campus surveys offer another analysis tool to measure performance over a period of several years. These surveys are completed by campus Institutional Reporting. 2018 survey results reflect significant improvement with the campus facilities has been achieved in the cleanliness of classrooms, computer labs, Science Math Facilities, Studio and Practice Facilities (art, music, sports).

Facilities
 (% who answered 'excellent' or 'good' for each question)



	2007	2009	2012	2015	2018
8. Classroom facilities	59.6%	61.3%	69.0%	67.6%	74.9%
9. Computer labs	68.5%	75.9%	86.9%	83.0%	85.5%
18. Science lab facilities	58.2%	63.0%	64.8%	68.4%	70.3%
19. Studio & practice facilities (art, music, sports)	51.3%	48.4%	57.1%	58.0%	55.6%

- 8. Classroom facilities
- 9. Computer labs
- 18. Science lab facilities
- 19. Studio & practice facilities (art, music, sports)

- Goals from the previous program review offer performance measurement in the ability to achieve those goals. Goals to achieve improved services by hiring custodial and grounds staff were addressed with the hiring of a part-time custodian and a full-time grounds. Although these new hires are a good addition to staffing, more custodians are needed to improve services, sanitation and safety. Additionally a full-time Custodial Supervisor is needed to manage evening events and cleaning activities on campus.
- In 2015 the campus was able to purchase two new vans to support athletic events and academic field trips. As stated in this program review under goal #4 two additional vans still need to be purchased to support the colleges programs. The college is evaluating the feasibility of leasing vans.

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- The colleges Scheduled Maintenance list is a living document that reflects the needs for the campus facilities. Projects on this list are completed on a prioritized basis as new projects are added to the list. Performance of the department can be seen in the completion of projects from this list. These projects include new roofs, HVAC, restroom remodels, elevator refurbishment, parking lot replacements, flooring, furniture, lighting, energy management, and security systems.

Program Strengths and Areas for Improvement:

The Maintenance & Operations Department staggered staffing work schedules provide increased presence and productivity at Porterville College. The increased presence enhances the campus coverage with the evening custodial shift adding to safety and security. This also provides an opportunity for uninhibited work to be accomplished resulting with increased productivity in the department.

The SchoolDude Computerized Maintenance Management System (CMMS) continues to provide efficiency while managing the work orders which are submitted by campus staff. The work order system provides increased reporting capabilities for the department and consistent response for services.

Training is provided to our staff for equipment that is used to assist in the cleaning and disinfecting of interior spaces. It is important that facility functions stay current and staff is provided with the training, tools, equipment, and material required to improve and maintain the condition of the campus facilities.

Although measures have been taken to maximize our custodial staff's resources, we are still understaffed in the custodial department. Currently the area of greatest need in the Maintenance & Operations Department is custodial staffing. Porterville College (PC) has approximately 271,252 square feet of space. The industry's square foot average for cleaning (per custodian) is 25,000 sq. ft. of space to achieve the lower end of adequate cleaning for a campus. PC is currently staffed with 6.5 custodians and they are currently cleaning an average of 49,318 sq. ft. per custodian which is not generally acceptable for a school environment. When applying the California Association of School Business Officials (CASBO) formula (which calculates the number of custodians required to maintain individual school buildings), a total of 10.85 FTE's are required to clean the facilities. This equates to a staffing shortage of 4.35 FTE's. Currently cleaning requirements are supplemented by custodian staff working overtime. The addition of custodians will improve cleaning and support for our campus but still leave us understaffed. The addition of a Custodial Supervisor is essential for the overall supervision of custodial activities.

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Maintenance Staff needs to be increased by at least 1FTE. The M&O department does not have enough staffing to support a preventive maintenance program. Maintenance on campus has been deferred and ignored. The buildings are suffering from lack of maintenance. Maintenance technicians spend most of their time on customer requests and repair work orders. With the addition of a skilled maintenance technician existing building support systems and equipment can be better maintained, and repaired to sustain operation. The International Facility Management Association (IFMA) surveyed over 650 Operations and Maintenance organizations to compile benchmarks for maintenance staffing requirements. Over 650 facility organizations participated in the survey and the results were tabulated in IFMA's Operations and Maintenance Benchmark Research Report #26. The report lists overall maintenance staffing levels based on facility size and staffing ratio of one maintenance FTE per 47,000 square feet. The Maintenance and Operations Department currently employs 3 trades' staff to maintain approximately 271,252 square feet (GSF) of space. When applying the IFMA benchmark, a total of 5.77 FTE's are required to maintain the Maintenance Department's current facilities. This equates to a Maintenance Technician staffing shortage of 2.53 FTE's.

The Grounds department is currently staffed by 3.5 FTE to maintain 70 acres of interior campus, softball, baseball, football stadium, planters and hardscape around the campus. Additional support is needed for routine grounds maintenance and outdoor athletic event support.

APPA (The Association of Higher Education Facilities Offices) formula for Grounds staffing reflects the standard ratio is 12 acres per Grounds worker. PC is a 70 acre campus, 6 acres of which are buildings leaving 64 acres of grounds requiring maintenance which includes athletic fields. When applying this benchmark 5.33 FTE's are required to maintain the current grounds areas on campus. This equates to a staffing shortage of 1.83 FTE's.

GOALS

Goals for the department are aligned for the improvement of the facility. New goals have been added to further improve the health, safety and security of students, staff, faculty, administration and general public.

Various funding sources for goals are identified on page 22 of this Program Review.

Fund sources include:

SRID = Measure G, Proposition 39 General Obligation Bonds. Safety, Repair and Improvement District.

Measure J = Local Bond approved in 2017 elections fund projects such as athletic field replacements, restroom remodels, gym flooring, campus infrastructure repairs and replacement.

General Fund = Porterville College General Fund

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
1. Improve cleaning standards.	2019-2021	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Although measures have been taken to maximize our custodial staff's resources, we are still understaffed in the custodial department. Currently the area of greatest need in the Maintenance & Operations Department is custodial staffing. Porterville College (PC) has approximately 271,252 square feet of space. The industry's square foot average for cleaning (per custodian) is 25,000 sq. ft. of space to achieve the lower end of adequate cleaning for a campus. PC is currently staffed with 6.5 custodians and they are currently cleaning an average of 49,318 sq. ft. per custodian which is not generally acceptable for a school environment. When applying the California Association of School Business Officials (CASBO) formula (which calculates the number of custodians required to maintain individual school buildings), a total of 10.85 FTE's are required to clean the facilities. This equates to a staffing shortage of 4.35 FTE's. The addition of custodians will improve cleaning and support for our campus but still leave us understaffed. The addition of a Custodial Supervisor is essential for the overall supervision of custodial activities.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
2. Improve work order completion and Preventative Maintenance for building support equipment.	2019-2021	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)
 ___ Revised (Date)

Comments: Maintenance Staff needs to be increased by at least 1FTE. The M&O department does not have enough staffing to support a preventative maintenance program. Preventative Maintenance on campus has been deferred. The buildings are suffering from lack of maintenance. Maintenance technicians spend most of their time on customer requests and repair work orders. With the addition of a skilled maintenance technician existing building support systems and equipment can be better maintained, and repaired to sustain operation. The International Facility Management Association (IFMA) surveyed over 650 Operations and Maintenance organizations to compile benchmarks for maintenance staffing requirements. Over 650 facility organizations participated in the survey and the results were tabulated in IFMA's Operations and Maintenance Benchmark Research Report #26. The report lists overall maintenance staffing levels based on facility size and staffing ratio of one maintenance FTE per 47,000 square feet. The Maintenance and Operations Department currently employs 3 trades' staff to maintain approximately 271,252 square feet (GSF) of space. When applying the IFMA benchmark, a total of 5.77 FTE's are required to maintain the Maintenance Department's current facilities. This equates to a staffing shortage of 2.53 FTE's.

The addition of a full-time Skills Crafts worker will allow staff to perform reliable routine preventative maintenance to building support systems. This preventative maintenance work will reduce equipment failure and increase equipment reliability and extend equipment overall life expectancy. This will translate into a savings in repair, replacement costs, and less interruptions to instructional and administrative areas. Routine maintenance will improve the overall condition of building support systems providing fresh conditioned air to building interiors, safely lit classrooms, campus core and parking lots, properly operating safety equipment such as; fire alarm systems, building locking systems, and building intrusion alarm systems.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
3. Improve grounds maintenance and perform in-house maintenance on front section of campus.	2019-2021	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments:

The Grounds department is currently staffed by 3.5 FTE to maintain 70 acres of interior campus, softball, baseball, football stadium, planters and hardscape around the campus. Additional support is needed for routine grounds maintenance and outdoor athletic event support.

APPA (The Association of Higher Education Facilities Offices) formula for Grounds staffing reflects the standard ratio is 12 acres per Grounds worker. PC is a 70 acre campus, 6 acres of which are buildings leaving 64 acres of grounds requiring maintenance which includes athletic fields. When applying this benchmark 5.33 FTE's are required to maintain the current grounds areas on campus. This equates to a staffing shortage of 1.83 FTE's.

Additional Grounds staff will help with the routine and special maintenance required for campus landscaping improving overall safety and security of students, staff and administration. Additional staff will also provide Grounds Maintenance support on areas such as: the stadium, tennis courts, baseball and softball fields, Child Development center, Health Careers and other common areas on campus.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
4. Update vehicle fleet Purchase or lease cars and/or vans	2019-2021	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: New vehicles are required to update a continually aging fleet. We still have four older vans in the fleet with mileage of 170,000 to 200,000. Although two new vans were recently purchased, more are needed to provide reliable transportation for our students. Half the fleet is model year 2000 and older. Although existing vehicles are managed under a maintenance program; due to the age and mileage on these vehicles there is an increase in breakdowns and failures leaving students and staff stranded. This is not only dangerous but also results in expensive tow bills and car rental fees. Many athletic events coincide and there is such a demand that vehicles need to be rented to accommodate the need. The college is evaluating the feasibility of leasing vehicles.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
5. Perform pruning maintenance on all campus trees.	2019-2024	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Campus trees are mature, overgrown and need to be pruned. Large limbs hang over buildings and walkways creating a maintenance issue and safety hazard. Pruning will improve safety, enhance the health and longevity of the tree's life. Pruning will enhance the beauty of the campus making it a more inviting and productive learning environment. This ongoing maintenance of the trees is required to keep them healthy and safe.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
6. Connect all campus building Energy Management System to a monitoring center.	2019-2022	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Not all campus buildings are connected to the Energy Management System (EMS) which provides control for campus HVAC and lighting. Eight buildings and three parking lots need to be added to the EMS and the software updated. This energy efficient measure will provide a reduction in energy use and an increase in building wellness.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
7. Replace Furniture/Flooring	2019-2022	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

X Revised (Date January 2019)

Comments: Replace aged, failed classroom furniture with new furniture that promotes a learning environment. Classroom furniture needs to be comfortable, promote proper posture, and be adaptive for an intuitive environment. Some existing furniture is aged and some cases not safe. Folding plastic chairs are sometimes used in classrooms. Other classrooms are using old cafeteria chairs for student seating. Replace Flooring in areas that have worn carpet and hard floors. Drum sand and finish wood floor in FIT 744.

Progress has been made in flooring and furniture replacement. More classrooms require replacement furniture and flooring.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
8. Upgrade Parking Permit Dispensers	2019 - 2021	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Upgrade the parking permit dispenser in the Student Center. Students would benefit from advanced systems to make the purchase of parking permits user friendlier. Upgraded system is expected to reduce the wait time of students to receive daily parking permits.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
9. Modernize Science Math Cooling Tower	2016 - 2017	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

X Completed (Date April 2017)

___ Revised (Date)

Comments: The cooling tower that supports HVAC systems at the Science Math building is in need of modernizing the media, motors, pumps, fill valves, and sealing the basin. This work will incorporate energy efficiency measures with the mechanical equipment which will lower operational costs and is expected to extend the life of the existing cooling tower by 20 years. A project to make these improvements has already been scheduled for completion by March 2017.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
10. Asphalt projects	2016 - 2018	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

X Completed (Date August 2018)

X Revised (Date January 2019)

Comments: Parking lots A&B which are in front of the campus had failed asphalt systems replaced, and rebuilt the storm drain system. The adjoining curb, side walk and streetscape (trees) were included in this project as they had a direct influence on the condition of the parking lots.

Sealcoating the parking lots is required to protect the new asphalt system.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
11. Provide Training for Skilled Crafts workers, Grounds & Custodians	2019-2024	Sustainable funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2_ X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Continued training for staff to increase skills in areas of facility maintenance. Increased skills will translate into improved response time to trouble calls, improved maintenance on building equipment and cost savings by reducing subcontractor and/or outsourcing costs. M&O searches out for free training for our staff. Some training is provided by Southern California Edison, and some by our supply vendors. At times we do need special training that is not free.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
12. Update Grounds and Custodial Equipment	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2_ X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Replace aged grounds equipment such as mowers, edger's, field tractor, line striper. Replace aged and failing vacuums for custodians. Equipment is needed to help maintain the condition and safety of turf and keep classrooms clean and safe.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
13. Replace outdated HVAC equipment	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 ___ Item 2 X Item 3 ___ Item 4 ___ Item 5 ___ Item 6 ___

Progress on Goal:

___ Completed (Date)

X Revised (Date January 2019)

Comments: Replace HVAC (Heating, Ventilation, Air Conditioning) systems that have exceeded their useful life expectancy with energy efficient HVAC units. New units will be more energy efficient resulting in lower energy costs, they will be more reliable reducing repair costs and improve comfort for building occupants. New HVAC units will improve indoor air quality making a safer environment.

Many buildings have received new HVAC systems over the past few years. More need to be replaced such as but not limited to: Science Math, LRC and Fitness boilers, and Science Math exhaust fans and makeup air.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
14. Security Cameras	2019-2022	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 ___ Item 2 X Item 3 ___ Item 4 ___ Item 5 ___ Item 6 ___

Progress on Goal:

___ Completed (Date)

X Revised (Date January 2019)

Comments: Replace some existing security cameras with new high definition cameras and install new cameras to improve surveillance coverage of the campus. New cameras will provide improved imagery of campus which will support campus safety and security. Existing camera coverage has long been a concern of the local police department and campus security. As a safety and security priority, phase 1 this project was completed January – February, 2017. Additional cameras need to be installed and some existing cameras need to be relocated or switched out with higher resolution cameras.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
15. Replace aged High Voltage Oil Switch gear	2016-2018	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

X Completed (Date October 2017)

___ Revised (Date)

Comments: This project will replace existing outdated and very dangerous high voltage oil switches that are incorporated into the main campus electrical grid and located in various places throughout the campus. These switches are very old, unreliable, contain hazardous material and are a hazard to operate. In fact, they cannot be operated in fear of explosion or complete failure and not having the ability to turn back on. Campus administration does not allow the operation of these switches by anyone. Currently if high voltage load needs to be interrupted, the operation of the main switch gear is the required in order to shed electrical loads. This results in more of the campus being interrupted than would be if loads could be isolated safely at oil switch locations. As a safety and security priority this project has been generated and expected to be completed on weekends during the months of March – July 2017.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
16. Update/Improve Campus Communications and Emergency Response	2019-2022	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

X Completed (Date October 2016)

X Revised (Date January 2019)

Comments: Replace existing campus radios with new two-way radios programmed for M/O and security. Existing radios are obsolete and are failing at a rate that the cost of repair is starting to equal the cost of replacement. New radios will replace M/O radios. This does not include replacement of cadet radios. Radios are

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required for efficient communication for operations and safety. This project was completed Fall of 2016 as a safety and security priority. Although new radios were purchase Fall 2016 there has been an alarming failure rate in the newer radios and older existing radios. New two-way radios need to be purchased for the Maintenance and Operations department. Currently staff of different shifts are having to share radios.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
17. Modernize The Elevator	2016-2018	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

X Completed (Date January 2019)

___Revised (Date)

Comments: The elevator in Science Math building requires a complete modernization to improve safety, access, reliability, reduce failure and expensive emergency repairs. The components in the elevator are old and obsolete. Modernizing the lift will be a DSA project that will trigger other modernizations of the immediate area of the building such as restrooms and the addition of a separate specialized ADA Lift. As a safety and security priority this project has been generated. The architect plans have been submitted to the Division of State Architects (DSA) for review. Upon approval of DSA this project will be put out to bid for construction. It is estimated this project will be ready to start construction Summer 2018

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
18. Replace M&O Key Machines	2019-2022	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

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Progress on Goal:

Completed (Date)

Revised (Date January 2019)

Comments: M&O technicians use locksmith tools and key making equipment that are obsolete and not holding calibrations. New key machines are needed to support key duplications.

One key machine was replaced January 2019. Another key machine still needs to be replaced.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
19. Purchase new Card Key Equipment and Material	2019-2022	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 Item 2 Item 3 Item 4 Item 5 Item 6

Progress on Goal:

Completed (Date)

Revised (Date January 2019)

Comments: In support of the electronic cardkey system for the campus material and equipment will need to be purchased. Cardkey stock and Card ID stock along with printer ink and ID card holders, lanyards and magnets. Initial cardkey material and equipment was purchased to support the onset of this program. To continue to support

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
20. Photovoltaic Maintenance Agreement	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

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Completed (Date)

Revised (Date January 2019)

Comments: Borrego Maintenance Contract Services required to insure proper maintenance and operations to the Borrego solar system in parking lots C, D and E.

The maintenance contract for the photovoltaic system is an ongoing need. This goal item is being extended.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
21. Contract Services Photovoltaic Audits	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 Item 2 Item 3 Item 4 Item 5 Item 6

Progress on Goal:

Completed (Date)

Revised (Date January 2019)

Comments: Services to analyze photovoltaic generation reports from Borrego Solar. Validate end of year true up documents and billing for campus energy generation and use. Compare metered production from various sources (Meters, Inverters). Perform Load/Bill Analysis, review usage and billing information, rates and programs. Analyze weather data from on-site sources (weather station). Compare and analyze results, report findings.

This service is required annually.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
22. Campus Fire Protection System Upgrade	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 Item 2 Item 3 Item 4 Item 5 Item 6

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Maintenance and Operations

Contact Person: John Word

Submission Date: April 5, 2019

[Note: The information in this area will repeat on all pages.]

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: The campus fire alarm and fire protection system needs to be upgraded to insure all devices are current with industry standards and programs. Additional tests and inspections are required for fire department compliance.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
23. Chiller, Boiler Annual Maintenance	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: The building chillers and boilers throughout the campus require full annual maintenance and repairs. This will improve reliability with the building HVAC systems.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
24. Infrared Thermograph Campus	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Infrared thermograph photography of campus to detect building energy loss, underground leaks.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
25. Building Maintenance Roof	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2_ X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Repair and Recoat roofs on the Library, LRC, and Fitness Center.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
26. High Voltage electrical test/repair	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2_ X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Campus high voltage main switchgear & high voltage transformer test and repairs.

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Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
27. Shade Structures	2019-2024	Funding	Funding

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2 X Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments: Install shade structures on campus to provide enhanced outdoor study and gathering areas for students.

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Analysis of Current Maintenance and Operations Staffing :

The Maintenance & Operations Department consists of the following staff:

- Custodial 1.5 Custodian II and 05 Custodian I.
- Grounds 01 Grounds Maintenance Supervisor
- Grounds 2.0 Grounds worker II and 01 Grounds worker I
- Maintenance 01 Skills Crafts worker II
- Maintenance 01 Skills Crafts worker I
- Maintenance 01 Maintenance Helper
- Administration 01 M &O Director, 01 Administrative Secretary
01 Department Assistant III

STAFFING REQUEST

Staff Resources:

Current Staffing Levels

Full-time Staff (FTE)

Part-time Staff (FTE)

Faculty	0	Faculty	0
Temporary	0	Temporary	0
Classified	15	Classified	1
Management	1	Management	0

Request for New/Replacement Staff

Use one line for each position requested. Justify each position in the space below.

	Title of Position	Classification (Faculty, Classified, or Management)	Full or Part Time	New or Replacement
Position 1	Custodian Supervisor	Management	Full Time	Replacement/new
Position 2	Custodian 1	Classified	Full Time	Replacement
Position 3	Skills Crafts Worker 1	Classified	Full Time	New
Position 4	Grounds 1	Classified	Full Time	New

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Positions 1&2:

Although measures have been taken to maximize our custodial staff's resources, we are still understaffed in the custodial department. Currently the area of greatest need in the Maintenance & Operations Department is custodial staffing. Porterville College (PC) has approximately 271,252 square feet of space. The industry's square foot average for cleaning (per custodian) is 25,000 sq. ft. of space to achieve the lower end of adequate cleaning for a campus. PC is currently staffed with 6.5 custodians and they are currently cleaning an average of 49,318 sq. ft. per custodian which is not generally acceptable for a school environment. When applying the California Association of School Business Officials (CASBO) formula (which calculates the number of custodians required to maintain individual school buildings), a total of 10.85 FTE's are required to clean the facilities. This equates to a staffing shortage of 4.35 FTE's. The addition of custodians will improve cleaning and support for our campus but still leave us understaffed. The addition of a Custodial Supervisor is essential for the overall supervision of custodial activities.

Position 3: Maintenance Staff needs to be increased by at least 1FTE. The M&O department does not have enough staffing to support a preventive maintenance program. Maintenance on campus has been deferred and ignored. The buildings are suffering from lack of maintenance. Maintenance technicians spend most of their time on customer requests and repair work orders. With the addition of a skilled maintenance technician existing building support systems and equipment can be better maintained, and repaired to sustain operation. The International Facility Management Association (IFMA) surveyed over 650 Operations and Maintenance organizations to compile benchmarks for maintenance staffing requirements. Over 650 facility organizations participated in the survey and the results were tabulated in IFMA's Operations and Maintenance Benchmark Research Report #26. The report lists overall maintenance staffing levels based on facility size and staffing ratio of one maintenance FTE per 47,000 square feet. The Maintenance and Operations Department currently employs 3 trades' staff to maintain approximately 271,252 square feet (GSF) of space. When applying the IFMA benchmark, a total of 5.77 FTE's are required to maintain the Maintenance Department's current facilities. This equates to a staffing shortage of 2.53 FTE's.

Position 4:

The Grounds department is currently staffed by 3.5 FTE to maintain 70 acres of interior campus, softball, baseball, football stadium, planters and hardscape around the campus. Additional support is needed for routine grounds maintenance and outdoor athletic event support.

APPA (The Association of Higher Education Facilities Offices) formula for Grounds staffing reflects the standard ratio is 12 acres per Grounds worker. PC is a 70 acre campus, 6 acres of which are buildings leaving 64 acres of grounds requiring maintenance which includes athletic fields. When applying this benchmark 5.33 FTE's are required to maintain the current grounds areas on campus. This equates to a staffing shortage of 1.83 FTE's.

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TECHNOLOGY REQUEST

Use this section to list any technology needs for your program. It is not necessary to put a price on these items; that will be done by the IT department. If you have more than two technology needs, add rows below.

<u>Technology Need</u>	<u>Justification</u>
Item 1	Scheduling Software for Event Management
Item 2	Energy Management Software
Item 3	Asset Management Software

BUDGET REQUEST

	Current Budget	Amount of Increase	Revised Total
2000	690,685	230,342	921,027
4000	109,259	14,150	123,409
5000	531,299	154,112	685,411
6000	75,781	14,500	90,281

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Justification: Areas of Maintenance Department Budget That Reflects an Increase:

Budget	Category	Goal	Estimate	Description
2191	Custodian Supervisor- Full Time	1	\$50,952	to meet cleaning standards, improve sanitation, supervisor for custodians and evening activities
2191	Custodian I- Full Time	1	\$41,952	to meet cleaning standards, improve sanitation
2191	Grounds Worker-Full Time	3	\$50,558	to meet grounds maintenance requirements
2191	Maintenance Tech-Full Time	2	\$86,880	to support preventive maintenance program, reduce equipment failure rate, save on equip. replacement
4313	Supplies ,Materials	16	\$14,150	Buildings \$3.5k (includes replacement 12, 2-way radios @ \$285/ea.), Grounds \$10,650 (not including athletics)
5118	Campus security service		\$2,900	Tel Tec, Service Contracts, added building monitoring, after-hours security
5220	Other Services and expenses	11	\$3,250	Travel/Training/Conferences to stay current on changes in industry standards.
5650	Software License		\$12,500	SchoolDude Event Management for use of facilities control. Asset management software for Asset control.
5681	Grounds Maintenance		\$10,000	In ground repairs or maintenance (lighting, sewer, drain, irrigation, control wiring, concrete)
6419A	Grounds Maintenance	12	\$80,000	Purchase new riding lawnmower, tractor w/accessories, line painter
5681	Grounds Maintenance		\$42,000	Replace landscape in parking lot planters with new bark or synthetic plants
5681	Grounds Maintenance	5	\$55,000	Tree pruning throughout the campus
5684	Vehicle Repairs/Maintenance		\$3,000	oil changes, tune-ups, tires, smog, repairs to fleet vehicles from automotive repair facility
5684	Fork Lift Repairs/Maintenance		\$2,500	Maintenance and repairs to forklift that supports Swap Meet, M&O, Shipping and Receiving
4313	Building Maintenance	18/19	\$3,000	\$1,500,Replace obsolete key machines that support locksmith tasks /\$1.5k Cardkey equipment & material
6413FA	Fleet Vehicles	4	\$8,000	Replacement Cars and Vans for PC Fleet. FLEET LEASING? 06
4313	Other Equipment, custodial	12	\$2,500	replacement of older vacuums
5683	Building Maintenance Floor	7	\$12,000	Drum sand and refinish wood floor in Fitness 744
5683	Building Maintenance, Roofs	25	\$898,000	Repair and Recoat roofs on Fitness Center, LRC and Library
5683	Building Maintenance		\$137,000	Exterior Bldg. Paint 110k, (AC, SM), Interior Paint 12k
Parking	Parking	8/10	\$320,000	Parking lot coating and striping, Stadium, Parking lots A/B, Stadium Drain Repair, Parking A drive apron.
6414	Classroom Furniture/Flooring	7	\$575,000	Classroom tables, chairs, teaching stations, lecterns, flooring.
	Building Maintenance	6	\$800,000	Upgrade and expand Energy Management System for campus HVAC building systems.
5683	Building Maintenance	13	\$460,000	Replace HVAC units on campus, LRC, Fitness, Science Math.
SRID	Campus Security Cameras-PROJECT	14	\$233,000	Update security cameras throughout the campus, Adding new cameras to enhance coverage & repairs
M J	Campus fire system upgrade	22	\$800,000	Upgrade the campus fire protection system. Additional testing and inspections.
	Campus Chillers, Boilers Annual	23	\$85,000	Chiller/Boiler annuals for all campus building HVAC systems to improve reliability
M J	Infrared Thermograph Campus	24	\$15,000	Infrared thermograph photography mapping of campus to detect energy loss, underground leaks.
	Building Maintenance		\$110,500	Repairs to buildings; roofs, walls, floor, HVAC's/chiller, plumbing, electrical, Rest Room repairs.
M J	HV switchgear & Transformer test repairs	26	\$25,000	Campus high voltage main switchgear & high voltage transformer test and repairs
	Shade Structures	27	\$110,000	Shade structures on campus

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2191 – As mentioned earlier in this report our staffing level in the Maintenance & Operations department needs improvement in order to properly maintain the physical plant.

- Our custodian staff levels are not in alignment with the recommendations of the industry and California Association of School Business Officials (CASBO).
- Our Skilled Maintenance Technicians spend the majority of their time responding to emergency calls of failing equipment or customer requests.
- A large portion of our Grounds FTE is spent on supporting events rather than performing grounds maintenance. Additional FTE will help mitigate that which will enhance the health and safety of the exterior of our campus.

4000 –Rising costs of supplies have driven up our costs slightly. M&O continues to research ways to reduce all operational costs. Grounds supply budget reflects an increase associated with supplies and materials required maintain the campus landscape.

5000 – This area has several categories that are vital to maintenance operations.

- Grounds Maintenance includes a costly endeavor to trim the trees throughout the campus. Trees are overgrown, branches are breaking, trees are leaning which affects their growth. Mistletoe is prevalent in most trees and needs to be removed during a pruning operation. If trees are not pruned, branches will continue to break and fall. Some will fall on buildings potentially causing damage and some could fall on students or staff. Trees will also continue to grow awkwardly and fall over from being top heavy. Increases also include costs associated with in ground repairs of lighting, drains, irrigation and concrete repairs.
- Building Maintenance includes funding needed to maintain a larger fleet of vehicles. These costs include routine vehicle maintenance, repairs, and smog inspections. In addition the forklift used daily with shipping/receiving/event support requires ongoing safety inspections, and routine maintenance/repairs to powertrain and hydraulic systems.
- The campus security alarm system has been expanded so that now all campus buildings are on the security monitoring system. Cost are reflected in this budget to provide ongoing security alarm monitoring, callout services and repairs.
- The campus fire alarm and fire protection system needs to be upgraded to insure all devices are current with industry standards and programs. Additional tests and inspections are required for fire department compliance.
- Additional funds were added to support travel and training for M/O staff for continuing education of industry standards surrounding California colleges facility maintenance and space planning requirements.
- Upgrade the Use of Facilities program adding modules to the existing SchoolDude Maintenance Direct and PM Direct currently being used District wide.

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- 6000** – This area included tools and equipment that will help staff complete their work more efficiently and professionally.
- Replacement equipment which is vital to the operations in the Grounds department in turf management and needs to be purchased.
 -
 - Locksmith key making equipment is obsolete and will not hold calibration. Replacement equipment is required to maintain the lock smith tasks on campus. M&O replaced one key machine, but the second one still needs to be replaced.
 - The Porterville College fleet is aged and needs some new vehicles introduced into it. 40% of the fleet is 13 years old or more. Although these vehicles receive regular maintenance, they are at the age where components are routinely failing. At times this leaves students and staff stranded and puts them in danger. This also results in lost time to meetings and events, increased cost to provide tow service, rental vehicles, and high price for emergency repairs. In addition, many athletic events coincide with each other which leave the campus short of vehicles. New cars and vans are required to update a continually aging fleet. We still have four older vans in the fleet with mileage of 170,000 to 200,000. Although two new vans were recently purchased, more are needed to provide reliable transportation for our students. The feasibility of fleet leasing is being reviewed.
 - Vacuums are used daily and eventually wear to the point when repair costs are close to the cost of a replacement unit. Replacement vacuums are needed.

END