

FACILITIES DEPARTMENT OVERVIEW

The major functions and activities of the Facilities Department that support the overall operation of the college are varied. The key functions performed by the department include and are not limited to:

CAPITAL PROJECTS

- Assist in the master planning efforts of the college
- Work with and help coordinate campus projects with State GA/EAS Program Managers.
- Act as campus contact for capital projects activities.
- Work with architects, contractors, sub-contractors, and vendors associated with capital projects.
- Coordinate, facilitate, and/or perform key college activities needed for capital projects to move forward in a timely manner.
- Communicate capital projects activities to campus community.
- Facilitate and assist in the writing of reports related capital projects and the State capital budgeting process.
- Recommend and communicate capital improvement projects to VPAS and PSET for their review and consideration. Keep VPAS up-to-date on the status of capital projects.

OPERATION AND MAINTENANCE

- Operate, monitor, maintain, and troubleshoot problems for all college facilities equipment and systems.
- Perform reactive maintenance. This occurs when a problem has been found by other groups on campus, requiring them to complete a Facilities Work Request. Facilities personnel will then troubleshoot the problem(s) and perform whatever corrective actions are needed.
- Perform preventive maintenance. This is scheduled maintenance activities on equipment that are designed to keep the equipment operating properly and extending the life of the equipment whenever possible.
- Perform planned maintenance of equipment, systems, and facilities. This is maintenance that is performed on a schedule that least impacts the college operation. Also, planned maintenance includes improvements to the campus facilities that are performed by facilities maintenance personnel.
- Manage service contracts. For maintenance services best performed by a company that specializes in these activities, we need to schedule and manage their work so it is performed when it is needed, the contracts accurately reflect what we require of these companies, and the services are cost effective.
- Complete Electrical, Mechanical, Plumbing, and Carpentry related work requests.
- Complete Painting work requests.
- Complete Set-up and Take Down work requests.
- Coordinate the State Surplus program at the college.
- Perform furniture move work requests following established Move Standards.
- Perform recycling related duties.
- As many of facilities maintenance activities fall into the “work as assigned or requested” category, we are the “handyman” place where all groups can rely on getting help. This includes completing emergency or immediate need work requests received via e-mails and phone calls. This can often involve quick action being taken on a wide variety of items and a need to change work priorities on a moment’s notice.

GROUNDS MAINTENANCE

- Maintain all campus grounds, including mowing, weed control, pruning, picking up leaves, and keeping walkways clear on an 83 acre site.
- Irrigate/water and fertilize campus lawns, plants, and soccer field.
- Install, operate, repair, and winterize irrigation systems.
- Create sustainable landscape design in support of capital projects. Perform landscaping tasks associated with completing an approved sustainable landscape design.
- Keep all of the smoking shelters picked up and the cigarette butt receptacles emptied (we have at least 30 of these units now).
- Collect litter and debris campus-wide.
- During cold weather in the winter months, they provide (5:00am start) daily ice removal checks and keep stairways and walkways safe by sprinkling ice melt before everyone gets to the college in the morning.
- Provide immediate response to safety concerns, such as slippery walkways or a need to sweep a set of stairs.

CUSTODIAL SERVICES

- Clean and pick-up trash in all of the buildings on and off campus.
- Pick-up and dump recycling materials into dumpsters.
- Clean rest rooms.
- Clean classrooms.
- Perform lamping duties.
- Maintain floors.
- Clean windows.
- Help clean up any graffiti found in facilities.
- Perform some light maintenance work at night.
- Order custodial supplies.
- Help perform set-ups and take downs in support of college events.

OTHER ACTIVITIES

- Issue keys to campus community (in transition from Safety & Security – requests still going to them until future notice of the permanent change in responsibility)
- Snow and ice removal.
- Assist with the Hazardous Waste Program.
- Coordinate other compliance inspections (underground storage tank, boilers, catch basins, etc.).
- Reallocation of spaces – planning and coordination activities related to making spaces useable to new occupants.