



## ***Building & Equipment Maintenance Standards***

### **Purpose**

San Joaquin Valley College is committed to providing a safe and healthful working and learning environment for all employees, faculty, students, and visitors.

### **Facilities and Equipment Inspection Process**

All College facility locations proactively conduct regularly scheduled inspections of specified equipment and property in order to insure proper and safe functionality in accordance with College and OEM specifications. The College also utilizes an automated data system called Facilities Service Desk, for reporting unsafe conditions of equipment and property in need of repair.

[Facilities Inspection Report 13-A](#) [Program Equipment Inspection Report](#)

<b>FACILITIES SUPPORT REQUEST</b>	
<b>FOR FACILITY SUPPLIES AND SERVICES EMAIL REQUEST TO BELOW</b>	
<b>Campus / Facility</b>	<b>Email Queue</b>
<b>Aviation</b>	<a href="mailto:AviationFacilities@sjvc.edu"><u>AviationFacilities@sjvc.edu</u></a>
<b>Bakersfield</b>	<a href="mailto:BakersfieldFacilities@sjvc.edu"><u>BakersfieldFacilities@sjvc.edu</u></a>
<b>Akers - Corp. Office Online Campus</b>	<a href="mailto:AkersFacilities@sjvc.edu"><u>AkersFacilities@sjvc.edu</u></a>
<b>Fresno</b>	<a href="mailto:FresnoFacilities@sjvc.edu"><u>FresnoFacilities@sjvc.edu</u></a>
<b>Hanford</b>	<a href="mailto:HanfordFacilities@sjvc.edu"><u>HanfordFacilities@sjvc.edu</u></a>
<b>Modesto</b>	<a href="mailto:ModestoFacilities@sjvc.edu"><u>ModestoFacilities@sjvc.edu</u></a>
<b>Online</b>	<a href="mailto:AkersFacilities@sjvc.edu"><u>AkersFacilities@sjvc.edu</u></a>
<b>Rancho Cucamonga</b>	<a href="mailto:RanchoCucamongaFacilities@sjvc.edu"><u>RanchoCucamongaFacilities@sjvc.edu</u></a>
<b>Rancho Cordova</b>	<a href="mailto:RanchoCordovaFacilities@sjvc.edu"><u>RanchoCordovaFacilities@sjvc.edu</u></a>
<b>Visalia</b>	<a href="mailto:VisaliaFacilities@sjvc.edu"><u>VisaliaFacilities@sjvc.edu</u></a>
<b>Hesperia</b>	<a href="mailto:HesperiaFacilities@sjvc.edu"><u>HesperiaFacilities@sjvc.edu</u></a>
<b>Temecula</b>	<a href="mailto:TemeculaFacilities@sjvc.edu"><u>TemeculaFacilities@sjvc.edu</u></a>
<b>Corona Call Center</b>	<a href="mailto:CallcenterFacilities@sjvc.edu"><u>CallcenterFacilities@sjvc.edu</u></a>
<b>Lancaster</b>	<a href="mailto:LancasterFacilities@sjvc.edu"><u>LancasterFacilities@sjvc.edu</u></a>
<b>San Diego / Chula Vista</b>	<a href="mailto:SanDiegoFacilities@sjvc.edu"><u>SanDiegoFacilities@sjvc.edu</u></a>
<b>Your request will be assigned a tracking control number</b>	

## Records Retention

All facility inspection reports are maintained by each campus Facilities Manager office. All Request Tracker data is archived through SJVC server network.

## Offices & Conference Rooms

- Furniture – Desk keyboard trays, drawers and associated moving parts - Shall be in working order at all times.
- Furniture - Task & guest chairs – All moving parts shall be in working order at all times.
- Furniture - Bookcases over four feet tall must be securely fastened to wall.
- Furniture - File and locking cabinets – Shall be in working order at all times.
- Furniture - Pictures – Shall be securely fastened to wall.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- Desktop computers, monitor, T.V. and DVD-VCR player units – Shall be in working order at all times.
- Phone – Shall be in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters - Shall be changed in accordance with manufactures specifications.
- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the

appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

### **Customer Lobby & Hallway Areas**

- Furniture – Tables, T.V. stands - Shall be in working order at all times.
- Furniture - Guest chairs – All associated moving parts shall be in working order at all times.
- Furniture - Bookcases – Over four feet tall must be securely fastened to wall.
- Furniture - Pictures – Shall be securely fastened to wall.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- T.V.'s. DVD-VCR players – Shall be in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters shall be changed in accordance with manufactures specifications.
- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

## Non-Clinic Classroom

- Furniture – Tables, keyboard trays, drawers and associated moving parts - Shall be in working order at all times.
- Furniture - Task chairs – All associated moving parts shall be in working order at all times.
- Furniture - Bookcases – Over four feet tall must be securely fastened to wall.
- Furniture - File and locking cabinets – Shall be in working order at all times.
- Furniture - Pictures – Shall be securely fastened to wall.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- Computer desktops, monitors, LCD projectors and A/V equipment cart units – Shall be in working order at all times.
- Phone– Shall be in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
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- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters shall be changed in accordance with manufactures specifications.
- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.

## Clinical Lab Classroom

- Furniture – Tables, keyboard trays, drawers and associated moving parts - Shall be in working order at all times.
- Furniture - Task chairs – All associated moving parts shall be in working order at all times.
- Furniture - Bookcases – Over four feet tall must be securely fastened to wall.
- Furniture - File and locking cabinets – Shall be in working order at all times.
- Furniture - Pictures – Shall be securely fastened to wall.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- Computer desktops, monitors, LCD projectors and A/V equipment cart units and core classroom equipment – Shall be in working order at all times.
- Phone– Shall be in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters - Shall be changed in accordance with manufactures specifications.
- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Compressed air/gas bottle strap or chain holders - Shall be sufficient in quantity to support storage of all on hand compressed gas/air bottles on hand. All strap or chain holders are to be in working order at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.

### Library, Student Resource Center & Test Rooms

- Furniture – Tables, keyboard trays, drawers and associated moving parts - Shall be in working order at all times.
- Furniture - Task chairs – All associated moving parts shall be in working order at all times.
- Furniture - Bookcases – Over four feet tall must be securely fastened to wall.
- Furniture - File and locking cabinets – Shall be in working order at all times.
- Furniture - Pictures – Shall be securely fastened to wall.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- Computer desktops, monitors, LCD projectors and A/V equipment cart units – Shall be in working order at all times.
- Phone – Shall be in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
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- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters shall be changed in accordance with manufactures specifications.
- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.
- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.

## Restroom, Student, Employees Lounge Areas

- Counter tops and wall-mounted mirrors – Shall be securely fastened to wall or floor base at all times.
- Sink basin – Shall drain properly, be leak free and free of drain clogging debris.
- Sink faucets, Manual – Shall be securely fastened to sink counter basin and be leak free
- Sink faucets, Automatic – Shall be securely fastened to sink counter basin, be leak free and activate as per the manufacturer specifications at all times.
- Towel and toiletry dispensers, Manual – Shall be securely fastened to the wall and be in working order at all times.
- Towel and toiletry dispensers, Automatic – Shall be securely fastened to the wall and activate as per the manufacturer specifications at all times.
- Soap dispensers, Manual - Shall be securely fastened to the wall and be in working order at all times.
- Soap dispensers, Automatic - Shall be securely fastened to the wall and activate as per the manufacturer specifications at all times.
- Urinals and toilets, Manual - Shall be securely fastened to wall or floor, be leak free and be in working order at all times.
- Urinals and toilets, Automatic - Shall be securely fastened to the wall or floor base, activate as per the manufacturer specifications and be in working order at all times.
- Toilet seats – shall be securely fastened to the toilet basin at all times
- Tables, chairs and associated parts – Shall be in working order at all times.
- Microwave oven, Coffee maker, Refrigerator – Shall be in working order at all times.
- Pictures – shall be securely fastened to the wall at all times.
- Cable and Wiring – Shall be bundled with zip ties and be located from view in order to be as inconspicuous as possible.
- Phone – Shall be in working order at all times.
- Door Locks & Automatic closer mechanisms – Shall be in good working order and door closers are to be leak free of hydraulic fluid leaks at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Electrical ceiling lamp assemblies - Shall be in working order at all times. **Note:** 08-23-2011 - Repair and maintenance items which are not consistent with regular ceiling lamp operation and the repair thereof are not to be used to facilitate and/or augment repair of any ceiling lamp fixture under any circumstances. **Purpose:** To ensure that non-electrical foreign and/or flammable objects, are not introduced and used during the course of regular repair and maintenance.
- Electrical thermostat units - Shall be in working order at all times and possess a lockout cover.
- Electrical extension cords and power strips – Shall not be worn out or discolored due to excessive heat. Wires shall not be frayed. Plug ends shall not be broken and all plug receptors are to be present.

- Door Lock mechanisms – Shall be in working order at all times.
- Walls - Shall be free of paint markings and scuff stains at all times
- Ventilation – All air flow outlets shall free of dust and debris
- Ventilation – Air filters - Shall be changed in accordance with manufactures specifications.

Continued:

- Fire extinguishers – Shall be numbered and in working order at all times.
- Floors and Carpeting – Shall be dry and free on liquid spills at all times.
- Cabinet and cupboard drawers and doors – Shall be securely fastened to the wall or floor base and all moving parts must be in working order at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

### **Outside Parking Lots, Walkway and Common areas**

- Parking lots, walkway and lounge eating areas – Shall be free of loose or uneven pavement or concrete materials and excess puddles or liquid spills at all times.
- Lounge tables and chairs - shall be in good working order at all times
- Electrical Light Pole lamp assemblies - Shall be numbered and in working order at all times.
- Electrical plug and switch wall outlets – Shall be covered at all times using the approved and applicable faceplate covers.
- Common outside building areas and SJVC property and equipment – Shall be free of graffiti and or any other hand written markings.
- Concrete retaining wall structures – Shall be free of loose concrete, brick caps or mortar at all times.
- All areas of the campus facility, which is to undergo any type of construction and or maintenance repair work during normal business hours, are to be cordoned off and clearly marked with the appropriate warning signage. Facilities management and security is to conduct regular inspections of said areas in order to insure the safety of all SJVC Employees, students and visitors.

### **Outside General landscape and Building Maintenance**

- All planters not containing ground mulch covering shall be free of overgrown weeds and pilings.
- All planters containing ground mulch shall be in filled to 2" height twice yearly
- All lawn areas shall be manicured and edged weekly
- All lawn areas shall be puddle free at all times
- All outside irrigation sprinklers shall be tested weekly to insure proper time operation
- All outside lighting shall be inspected and tested weekly for proper timed operation
- All outer window areas shall be cleaned monthly



- All common parking lot areas shall undergo review for proper slurry sealing and re striping every 2.5 years in January.
- All building drain gutters and roof areas shall be inspected and cleaned free of waste articles once yearly.
- All building walls shall undergo review for maintenance painting every 2.5 years in January.

### **General Building Maintenance**

1. A/C filters, inspected and replaced as per manufacturer specifications.
2. A/C and heating units, numbered and functional, check for excessive condensation puddleing.
3. Air compressor service inspection and certification as per manufacturer specifications.
4. Air compressor, numbered, functional Operating permit to be current and clearly visible as per manufacture specifications.
5. Automatic External Defibrillator, mounted, numbered and dated certified
6. Automatic fire sprinklers visual Check valves, air PSI, leaks ensure metal guard in tact & proper clearance
7. Chemical Spill Kit, inspect for supply stock and ensure for unobstructed access
8. Chemical Storage & Labeling, Ensure all secondary containers are properly labeled
9. Electrical panels, unobstructed access, numbered, labeled. blank switch openings plugged with cover face plates
10. Electrical Sockets functional & fastened to wall correctly, check for heat discoloration or electrical smoke
11. Elevator operating permit posted & visible, verify all switch buttons & phone functional and door closes properly
12. Emergency Evacuation Maps ensure they are current, posted and VISIBLE
13. MSDS stations, numbered, and up to date
14. Emergency exit signage is visible, inspected and maintained in accordance to Mfg. specifications
15. Emergency exit sign, test power source to ensure functioning properly and battery is charged.
16. Emergency telephone numbers posted VISIBLE
17. Fire alarm tested, Call alarm Co. to verify system operational
18. First Aid kits stocked and readily accessible and numbered
19. Fire extinguisher certification tags up to date
20. Fire extinguisher signage visible, inspected and maintained in accordance to Mfg. specifications
21. Fire extinguishers, securely mounted, unobstructed access, numbered and date certified
22. First aid kit signage VISIBLE
23. Parking lot stalls and curbs properly marked and painted
24. Parking lot stall signs properly posted and visible
25. Thermostat controls functional and numbered

26. Vending machines, numbered, functional, inspected and maintained in accordance to Mfg. specifications

27. Vending microwaves are numbered, functional, inspected and maintained in accordance to Mfg. specifications

28. Water fountains, functional, check for puddleing and or leaks