



# Physical Resources Planning Document Facilities and Equipment

SJVC's Physical Resources Planning is structured to provide a general overview of the organizations efforts to administer facilities and equipment resource allocation in order to support the college's overall mission statement.

The plan is a guide for all future SJVC facility development, continued maintenance of its facility locations and capital and non-capital equipment acquisition. Process planning is perpetual, which allows for continuous in input and incorporation of curriculum and non-curriculum program review information, shared idea and opinion from all facility centers.

## I. Plan Considerations:

- Current future student census forecast
- Space utilization reporting data
- Growth and development program expansion projects
- Infrastructure renovation requirements
- Budgetary funding resource planning
- Review and approval process

## II. Goals and Assumptions:

The Facilities and Equipment Master Plan identifies current and future facility needs of the college for a continuing basis. There are four primary needs of consideration in relation to development of this plan.

- Long term Planning for new infrastructure development
- Long term Planning for new and equipment acquisition and replacement thereof
- Current construction of new facilities and modernization thereof. Update existing properties in order to replace those, which are obsolete.
- Improve access to the college by expanding service to outreach areas either through property lease and/or additional facilities or by acquiring new properties for site development.

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### III. Planning Summary Process:

#### Overview Assessment of Existing Facilities

- Current facilities in relation to student and staff growth capacity
- Current equipment life expectancy
- Current square footage and acreage for new program and infrastructure growth

#### Process / Scope

- Regularly solicit idea and input from various college planning committees
- Establish Facilities and equipment needs:
  - Immediate – 01/12 Months
  - Short term – 13/24 Months
  - Long term – 25/36 months
- Identify type of need:
  - Requirements for upgrade and renovation of existing facilities
  - Requirements for new facility growth and development
  - Requirements to change in use facilities – “Facilities” includes, buildings defined by function and location, infrastructure, parking, technology, open space ect.
  - Requirements for new or replacement equipment acquisition
  - Develop programmatic review consensus
  - Prepare and facilitate formal requests and justification documentation
  - Facilitate review and approval process

**Continued:**

#### IV. Source Planning Information:

### **Facilities and Equipment**

- Repairs and Maintenance Standards
- Janitorial Cleanliness Standards
- Facilities Inspection Report Schedule
- Program Equipment Inspection Report

### **Services**

- Facilities and Purchasing Service Desk Ticket Report
- Student New Start Textbook Distribution Fulfillment Report
- Online Monthly Shipment Error Tracking Report
- PRS Purchase Requests System Equipment, Supplies and Services

### **Reporting**

- Employee and Survey Reporting Information
- College Program Review Agenda and Minutes Information
- Current future student census forecast
- Growth and development program expansion projects
- Purchasing Project File Report
- Space utilization reporting data

### **Work Flow**

- Purchase and Approval Workflow
- Facilities and Approval Workflow
- College Master Project Approval Workflow