



Facilities Resource Requests

2023-2024 Academic year

Maintenance and Operations

Summary of supported items:

To ensure transparency of this document, it has been shared with the following departments and committees. Dean of CTE Programs, Dean of Letters and Sciences, Facilities Committee, and the Vice President of Finance and Administrative Services. This Facilities Resource Request does not include AXIOM request, only those from Annul Unit, Section and Division Plans.

The Facilities requests for the approaching 23/24 school year, cover a common theme year over year of Space Requests, Furniture, and small projects. The range of topics, to include, but not limited to, Safety and Security needs for Cameras and Transportation, expansion of learning space, and furniture. Various requests have already seen progress during the current school year; updates are provided for these, to clarify timelines of completion. The below list represents a snapshot of supported Facilities Resource Requests (FRR), and the estimated cost. The total funding required to complete “supported regardless of funding” items, is **\$231,850**. SMSR and Measure J funded requests are not included in this figure, however, are listed below.

Academic Affairs / Office of Instruction

Supported regardless of funding.

1. KRV: Continue study with District office and contracted analyst to define a future location for the Cerro Coso Campus in Tehachapi. *District Office is leading this effort, and there are no current costs, however, it is being supported by Administrative Services to have a plan in place by the end of the 23/24 school year.*
2. TEH: Additional Office Furniture for employees in room 12 (main office / Counseling). Four employees are sharing a space intended for two employees. This works because of work schedules, however, there is no room to lock up professional items for each worker. *Unknown funding required; M&O will try to utilize existing furniture in the warehouse to meet these needs.*
3. IWV / CTE: Dedicated Classroom for Public Service / Administration of Justice. *Based upon the facility use across the IWV Campus, classroom 210 in the East wing will become available summer 2023 after HVAC repairs are complete. Turning this space into a dedicated classroom for these programs would not hurt any availability, as 210 has been closed for two years with zero impact on instruction.*
4. ESCC-M: L Shaped Desk for LRC, Privacy panel for Ed Advisor, shelving for storage area; these items exist in the IWV Warehouse and will be given to ESCC for assembly. *Furniture exists in warehouse, and ESCC M&O will install summer of 2023.*

5. ESCC-M & B: Door signs over classrooms; identical to what IWV did in the main building. *\$5,000 would be required for the materials, and printing. M&O will install throughout the year.*
6. ESCC-M: Heat Tape or similar on sinks around campus to prevent freezing. \$20,000, *Administrative services have SMSR dollars for Mammoth and will utilize this funding source to have outlets installed (as needed), and freeze protection installed.*
7. ISEP: Modular Buildings at the C yard in Tehachapi for expansion of instruction. *\$175,000 for modulares, CCI will cover facility prep.*
8. IWV: Astronomy: Wooden tables at the observatory need replaced. Storage sheds are funded for replacement in spring 2023.
9. ESCC M & B: Eight soft seats at each campus, like what IWV and Tehachapi have. This will create a space for students to gather on breaks and during study periods. *\$15,000 would be needed to purchase these through Sierra School Supply.*
10. Library: IWV Supplies (general): \$250; East Kern, Locking Shelf cabinet \$1,500; ESCC Supplies (general): (\$100).

Students Services

Supported regardless of funding.

1. IWV: Veterans dedicated space; as suggested by VP of Student Services, the collaborative / workshop space, room 218 in the Main building is the ideal location for this. Other option would be to transfer a classroom in the LRC 709 or 710 into a club space for all student clubs. *\$0.00; based on the space allocation and use across the campus; eliminating unused classrooms and repurposing them helps our overall space utilization.*
2. IWV: Child Development Center sidewalk repair. *Part of the Measure J construction activities, the CDC parking lot is being demolished and brought into compliance with ADA parking spaces, and fixing the current sidewalk that leads up to the childcare center. This may not eliminate all standing water in the future; however, it will lesson it. \$500,000*
3. IWV: The CDC entrance sign is low to the ground, and not visible. *Part of SMSR 22/23 funding, an exterior signage project will address this signage issue. \$6,000*
4. CAL: The Cal-City CDC needs evacuation plans. *This will be addressed with the 21/22 SMSR interior signage project that Administrative Services is currently working on. \$500*
5. Outreach: Needs more space for all the events and responsibilities coming out of this office. Outreach is currently a very small space and has limited growth potential. Requesting to look into office expansion on the 1st floor to create more of an open space for Outreach. M&O has done a great job working with the space provided and trying to enlarge spaces, but with the addition of two Program Coordinators and Department Assistant, and further potential for growth with additional employees, Outreach is needing to upgrade to a larger location that is still visible for potential and current students needing support. *This is certainly a need, however, there is no space available currently. As negotiations for the bookstore contract and other Requests*

for Proposals for space use across our campus are placed on contract, this request might be fulfilled.

6. Outreach: would like monthly planning meeting regarding all campus events at all sites to be more unified and better prepared as a team. *Administrative Services supports this and suggests that this be part of the last Admin Cabinet meeting of the 22/23 school year.*
7. Outreach: needs a permanent storage location, currently Outreach is using the music room for overflow, and it is not a permanent space due to the fact it is designed to be a classroom. Looking for a better option that is designed to provide the space needed to house items appropriately all year long. *The warehouse has been cleaned out, and there is a lot of room available. Student Services needs to conduct a shredding ASAP so that Outreach can have room for their storage items.*
8. Outreach: Requesting the replacement of "Student Activities" sign above the door of the outreach office to be renamed to "Outreach Services." *M&O will remove the sign, and a vinyl sticker or other type of signage will be placed over the 2023 summer.*

Administrative Services

The expansion of the camera coverage requested by Safety & Security will be included in the future Measure J project that is focused on college safety. The centralizing of the alarm system is being addressed as part of the 2021-22 budget. There are several large ticket items in this area for Maintenance and Operations. These will be included in the overall facilities resource request analysis. I support the following requests:

Supported regardless of funding.

1. IWV: The campus surveillance system needs to expand to include coverage for the CDCs, the Gym, athletic facilities, and west parking lot at IWV. The current system has proven valuable for investigating incidents in the current covered areas. \$150,000
2. IWV: Safety and Security can benefit from a dedicated cart. The cart they were using was damaged by the contract security personnel. \$25,000 CC1TIM
3. IWV: In addition to other unit resource requests in this area, M&O is requesting a standing budget item to maintain and replace the whiteboard surfaces in classrooms that loose effectiveness as they age. \$15,000 annually reoccurring.

Supported only on alternative funding.

1. IWV: Modular furniture in the LRC to promote collaborative and active learning activities such as group study, hybrid tutoring and study areas. \$125,000. *NOTE: This furniture is expensive, and this cost only allows us to do two areas in the LRC that can accommodate roughly 12 people each. Price includes installation.*
2. IWV: Allied Health is requesting that the common area be remodeled to accommodate students better during breaks and in-between classes. *The current furniture is only four*

years old, and in like new condition. Alternative funding will need to be utilized to have the space reengineered.

3. IWV: Allied Health is requesting that lab room 103 have different cabinets installed that better service the students learning experience. *Like the common area, this furniture is like new and only four years old. CTE programs will need to fund the change out of cabinets to better teach the courses.*
4. IWV: IT/Cyber Security Programs, Identify a dedicated classroom for this program and outfit it accordingly. *M&O has worked with the faculty chair and the CTE Dean on this request throughout the 21/22 school year. Ultimately, two things are needed; one, president's cabinet approves the space allocation, and two that CTE funds the workstations that this program needs. Estimated Cost \$35,000.*
5. IWV: CDC front entry way floods during rain and causes an access issue for the building. *This project has been added to a Measure J project; College Heights Blvd. Repave.*
6. IWV: Install retractable power cords throughout lab. \$1,333.00 per power cord installed, six plugs identified: Request \$8,000. *Note: There are other changes being requested, and CTE may want to combine electrical upgrades to reduce costs.*
7. TEH: ADMJ is requesting additional storage space for their class supplies. *A shipping container will need to be purchased by CTE to store the additional equipment that this course has. This will coincide with a ADMJ request to have a second full time classroom to meet POST academy requirements. \$8,000 for shipping container delivered.*
8. TEH: Doors in the quad area of building "B", have no site glass windows on them. This is producing a hazard as pedestrians walking by can be struck by a door. *Administrative Services is working with TUSD on retrofitting doors with windows, or fully replacing them. If the doors do not meet current code, then they need replaced per DSA guidelines.*

Completed or in Process in FY21/22:

1. Cal-City: Heather Ave. site requires documented evacuation plans, and exterior signage. Currently included in an SMSR signage project that Security and M&O are working on.
2. IWV: Outreach services is requesting 5th grade banners and graduation banners hung from the ceiling of the student center. M&O is working to hang these banners over the 2022 summer break.
3. IWV: IT could use another Conex box with shelves for storing IT equipment. This was recommended in the M&O plan, however space utilization around the campus is low, and we are researching alternatives.
4. IWV: Outreach needs more space for all the events and responsibilities coming out their office. Recommending giving outreach, and other student services programs that run multiple events room 145, for storage of equipment. This will need to be approved at the President's cabinet space allocation meeting.
5. IWV: Outreach is requesting that the "Student Activities" sign above their door be replaced with "Outreach Services". This will need to be included in a phase two of SMSR signage projects.
6. ESCC: Re-Key Bishop and Mammoth Campuses. The campuses cannot be keyed in house currently and are not on the restricted keyway. Requesting \$20,000 to have keys and cores made for these campuses.

7. TEH: ADMJ is requesting a building that can house all their equipment, two classrooms and office space. CTE Purchased a cage to store Ammunition and other controlled items, that are now stored in Ridgecrest in the Warehouse. Additional Storage is still needed, and part of the shipping container solution.
8. TEH: Replace desks in LAC with computer desks. Summer 2022, computer desks were purchased and are in room 20, one room over from the LAC. A set of computer desks from room 20 will be moved to room 21 in summer 2023.
9. TEH: Additional storage space for the ISEP program. Administrative Services is working on a purchase or lease of shipping containers for the Tehachapi Campus.
10. IWV: Whiteboard on west wall of the 2nd floor of the LRC. \$500. M&O can mount a dry erase board that is magnetic and fits the needs of the LRC.
11. Astronomy Observatory: The three wooden storage sheds require repair or replacement. Meet ADA access requirements and provide a safe learning environment for students. M&O is requesting \$15,000.
12. IWV: Science and Engineering: Requested outdoor seating, tables, and garbage container. All items were provided in November 2022. \$0
13. IWV: SGCC/ASB: Requesting signage and a bulletin board for room 722 in the LRC. *A white board was placed on the wall outside of 722, signage will need funding; \$500.*
14. IWV: Science sterilizer for glassware is broken and in need of replacement. *As of 15 March 2023, sterilizer has arrived, and will be installed by end of March 2023.*
15. Outreach: Continued support of services as events continue and increase here on campus. The student center would like to hang the “Graduation” Banners in the center, support on hanging those banners to highlight graduation through the years and provide motivation for students as they enter the center. *The VP of Administrative Services and the Executive Director of M&O have identified a location for these banners.*
16. Outreach: would also like to create a space where we can showcase the 5th grade banners from the past 2 years and add to the space annually. The importance of the 5th grade day banners is for someday future CC students can see their names on the banners they signed as a pledge so many years before. *The VP of Administrative Services and the Executive Director of M&O have identified a location for these banners.*

Deferred requests to 2024 / 2025.

1. IWV: Remove automotive lift in backyard of welding lab. Not supported at this time. Welding needs to come up with a five-year plan on what the program is trying to accomplish, as the automotive lift is not a danger or in the way of anything currently taught.
2. IWV: Remove solar house in backyard of welding lab. Not supported at this time. Welding needs to come up with a five-year plan on what the program is trying to accomplish, as the solar house is not a danger or in the way of anything currently taught.
3. IWV: Remove exhaust unit from the North wall of WW147. All exhaust fans in room 147 are part of the buildings systems. Not supported at this time.
4. IWV: Repaint classrooms and offices. Will included in a future SMSR project, not supported with General Funds this year.
5. IWV: Install permanent 220V plugs at demo station to replace extension cord. Not supported at this time. Welding needs to come up with a five-year plan on what the

program is trying to accomplish, as these specific plugs would be very expensive to provide.

Document Prepared by

Cody Pauxtis

Executive Director Maintenance and Operations

Forward to Executive Cabinet; Budget Committee,
Facilities Committee