



**FACILITIES MANAGEMENT
&
CONSTRUCTION**

**OPERATIONS & PROCEDURES
MANUAL**

2024

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INTRODUCTION

The Facilities Management & Construction Department of Florida State College at Jacksonville is responsible for the planning, design, construction, maintenance, and operation of all College facilities. The department is comprised of four divisions:

- **Maintenance**
- **Planning & Design**
- **Construction Management**
- **Campus Operations**

All four divisions work together under the umbrella of Facilities Management & Construction (FMC) to support the physical and operational needs of the College. Departmental coordination is implemented by the Facilities Process Team under the guidance of the Associate Vice President of Facilities ([ref. APM 06-0601](#)).

The Facilities Process Team membership includes:

- Associate Vice President, Facilities
- Executive Director, Facilities Planning & Design
- Executive Director, Campus Operations, Events & Special Projects
- Facilities Construction Project Manager
- Facilities Planning & Resource Manager
- Facilities Planner
- Facilities Administrative Assistant
- Facilities Project Coordinator
- Building, Energy & HVAC Control Manager
- Building & HVAC Control Specialist
- Campus Facilities Directors
- Center Facilities Supervisors
- Construction/Electrical/Mechanical Inspector
- Building Code Official
- Fire Occupational Health & Safety Specialist
- Executive Director, Purchasing
- Assistant Director, Purchasing
- Construction Contracts Coordinator, Purchasing
- Contracts Coordinator, Purchasing
- Central Services Coordinator

By planning, designing, constructing, operating, and maintaining high-quality facilities with an exceptional level of customer service; FSCJ FMC shall meet the College's mission to provide an equitable, high-quality, success-driven learning experience for our diverse community of students.

The FMC Operations & Procedures Manual purpose is to help coordinate all aspects of facilities management by the establishment of standards and best practices for FSCJ Facilities. It is also intended to provide a comprehensive framework for delivering beneficial and cost-effective services at each site. The manual provides Facilities with a set of clearly defined guidelines that are meant to complement sound facilities management procedures already in use and offer new ones where necessary.

The Facilities Process Team will provide recommended revisions to the procedures regularly. Facilities are responsible for maintaining and ensuring Collegewide compliance with operational and maintenance procedures.

FMC OPERATIONS & PROCEDURES MANUAL

GOALS AND OBJECTIVES

1. Adhere to the State requirement that Florida colleges establish policies and procedures for the maintenance, sanitation, and cleaning of existing facilities to ensure the health of its occupants.
2. Provide guidelines, recommendations, and standards for maintenance and operations directors responsible for each campus or center.
3. Provide a definitive organizational and administrative structure for the maintenance and operations of educational facilities.
4. Provide organizational structures with the ability to deal effectively with multi-faceted and diverse problems that pertain to the maintenance and operations of educational facilities.
5. Provide maintenance and operations structures capable of dealing with challenges and problems of new technologies in building construction, materials, and equipment.
6. Provide maintenance and operation structures capable of formulating strategies to effectively and efficiently deal with changing State and Federal environmental regulations.
7. Provide administrative structures capable of handling day-to-day maintenance and operational tasks common to educational facilities.
8. Provide insights into the legal, technical, and environmental requirements that affect the funding and services required for maintenance and operations at educational facilities.
9. Ensure that all College educational facilities meet the requirements of law, rule, and SREF that provide for enforcement of life safety, sanitation, security, functional performance, physical condition, and appearance.
10. Adhere to the statutory requirement that educational facilities in Florida are required to be maintained and operated in strict compliance with all applicable State and Federal laws/statutes
11. Provide a full range of services and support in a manner to protect the life, safety, and welfare of students, faculty, staff, and the general public.
12. Establish baseline criteria and benchmarks for maintaining and operating College facilities that reflect the expectations of the educational facility, students, administration, government officials, and taxpayers.
13. Organize a facility management program that's broad-based, and fiscally sound, and ensure operating efficiencies continuously to follow best financial management practice measures established by the Florida Legislature.

MAINTENANCE DIVISION

The responsibilities of the Maintenance division include the physical plant operation, maintenance, and repair functions for four campuses and three centers, encompassing 104 buildings with approximately 3 million gross square feet (GSF) on more than 833 acres in northeast Florida. The Maintenance team is responsible for services that help maintain our existing facilities, including HVAC, electrical, locksmith, custodial, grounds, repairs, and renovations.

Maintenance is tasked with the upkeep and preservation of buildings, equipment, roads, grounds, and utilities required to maintain facilities in a condition adequate to meet the College's mission. Maintenance and operations include the routine, preventive, and emergency maintenance services required to provide a safe, healthy, and secure environment.

The College defers certain maintenance work due to budget and manpower constraints. This maintenance work constitutes a deferred maintenance backlog and the College has an established Deferred Maintenance Plan to obtain funds to complete this work at a later date.

Per the [FLDOE's Maintenance & Operations Guidelines](#), the management of educational physical plants involves three major areas of responsibility:

- 1. Building and Equipment Maintenance**
- 2. Custodial Operations**
- 3. Grounds Maintenance**

These areas are equally complimentary in purpose and are critical in supporting the process of learning and the educational delivery system. Facilities operational services include energy/water conservation & management, utility distribution, central plant, building systems, facility grounds & infrastructure, and custodial/plant services.

FSCJ's Campus Facilities Directors and Center Facilities Supervisors, augmented by the College's Building Automated Systems team, work with their respective campus/center faculty, staff, and students to meet their site needs as related to building/grounds maintenance work, custodial operations, special event set-ups, etc. FSCJ utilizes a computerized maintenance management system (CMMS) to organize, track, and facilitate work at each campus/center. Work Orders are created via a Building Maintenance Request which sets off the work order control process, which is key to effective operations and maintenance services. Not all work orders are maintenance-related, many are requested to perform some type of physical, corrective, or modification activity.

All maintenance and operations activities shall follow respective standards found in the [Florida Building Code](#), the [Florida Fire Prevention Code](#), the [State Fire Marshall rules in chapter 69A-58, FAC](#), other applicable [NFPA codes and standards](#) for existing facilities, [the National Electrical Code](#), [OSHA regulations](#), and other applicable State, Federal laws, codes and regulations. Maintenance staff shall keep all operating systems in proper working condition by having a detailed, routine/general maintenance plan, a preventative maintenance plan, an ongoing deferred maintenance plan, and a timely response to service needs within the campus community.

Facilities Maintenance services are provided and supported by the following groups:

Trades Services:

Trades workers and Journeymen provide the technical operations and maintenance activities for our facilities' mechanical, electrical, structural, and life safety systems efficiently and economically. They are tasked to keep all buildings, components, and equipment in good serviceable condition. They also address individual building components such as walls, roofs, windows, doors, ceilings, and floors. Trades workers possess a variety of skills, including carpentry, HVAC, electrical, plumbing, and painting. The Trades team is supplemented with locally contracted companies to provide services when staff may not have the time or expertise to provide the services promptly.

Grounds Services:

Groundworkers, internal and outsourced, maintain the aesthetics of the hardscape and landscape throughout the campuses as well as the removal of solid waste. They maintain the exterior of our facilities in a safe, orderly, clean, and visually appealing manner in support of various educational activities. Grounds services include maintenance of grounds and outdoor facilities such as lawns, trees, shrubs, roads, sidewalks, fences, signs, street lighting, storm drains, irrigation systems, outdoor parking, and outdoor athletic facilities.

Custodial Services:

Plant Service Workers maintain the overall cleanliness of interior spaces at the campuses/centers to keep them sanitary and comfortable for our occupants. They perform the following routine duties: Maintain the appearance of offices, classrooms, hallways, laboratories, lobbies, lounges, elevators, stairways, and restrooms by performing cleaning duties; such as dusting, vacuuming, sweeping, wet mopping, scrubbing, waxing floors, carpet cleaning, trash removing, and any work as assigned by management. Other duties are assigned on a scheduled basis, such as floor stripping, carpeted floor shampooing, window washing, and the support of event setup.

Building, Energy & HVAC Control Services:

Our building automation and energy management services team is tasked with identifying opportunities for energy conservation, implementing energy-saving measures, and continuously monitoring and analyzing energy usage to ensure the College is meeting its sustainability goals. The College is committed to promoting energy efficiency and conservation at all campuses/centers for the benefit of the students, faculty, staff, and the community. This is accomplished through the [Energy Management \(EM\) Program](#) which includes established guidelines and standards for occupant energy use; building improvement management including life cycle costing; and the purchasing of equipment that is energy efficient and managed via EnergyCAP software. The Energy Management Services Team works closely with other departments on campus, such as maintenance and operations, to ensure that energy efficiency is considered in all aspects of facilities management, including construction and renovation projects.

Construction Management Services:

This area supports campuses and centers by managing design and construction services and constructing facilities that function effectively and enhance the ability of the College to meet its academic and operational mission. Facilities, as a whole, have the responsibility to construct, remodel, renovate, and maintain FSCJ facilities promptly and within approved budgets. In addition, newly constructed and renovated facilities shall always meet a high standard of aesthetic and functional quality. Building code enforcement services are also provided to ensure compliance with Florida Statutes regulating construction operations.

Planning & Design Services:

This area is responsible for all required facility planning functions and project management. Our team strives to develop aesthetically pleasing yet functional educational spaces capable of evolving as technologies and curricula advance, helping to improve educational outcomes.

Risk Management/Environmental Health & Safety Services:

This area strives to ensure that faculty, staff, and students can utilize College facilities in a safe and healthy environment. It is the responsibility of this office to provide consultation and guidance to the College community on the applicability of health and safety regulations, standards, and guidance through policies, programs, and procedures to help ensure safety and compliance. They are an integral part in helping to maintain a safe learning environment for our College community.

External Service Providers:

For many maintenance activities and general support, there is a need for specialized equipment, licensed contractors, or technical vendors to perform certain maintenance activities, repairs, and projects. The need for support may be established within our preventive maintenance program or as the need arises, such as leaking roofs, damaged HVAC units, or other unforeseen repair or construction projects.

PRIORITIES - MAINTENANCE

To support the College's mission and vision, the Maintenance division adheres to the following priorities:

- A. **Staff Readiness**
 - Understand the College and department's mission and vision.
 - Ensure team members have the right supplies and tools.
- B. **Continuous Improvement**
 - Provide employee training opportunities in the disciplines of occupational health and safety, operation, emergency conditions, and system upgrades.
- C. **Coordination of Work**
 - Coordination of work between seasonal timing, employee workloads, school functions, and outside contractors to operate cohesively.
- D. **Customer Focused Work Process**
 - Timely communication and completion of work orders with a focus on ways to minimize disruptions to customers.
 - Focus on ways to minimize disruptions to staff and students when working.
- E. **Professional Team Image**
 - To assist in staff identification for campus safety purposes, all campus facility personnel will be required to wear a standard College uniform shirt and adhere to badge policy.
- F. **Verification of Contractors' Work**
 - Verify the quality and quantity of work accomplished by outside contractors during the time they are on campus.
- G. **Scheduling of Renovation Projects**
 - Coordinate between renovation and maintenance to schedule re-occupying spaces by faculty and staff once complete and tested.
- H. **Deferred Maintenance Projects**
 - Verify that equipment and/or materials are of high quality and that the work that is done meets requirements.
 - Identify and justify long-term deferred maintenance projects required to prevent major equipment failure.
- I. **Coordination with Facilities Management & Construction**
 - Assist Facilities Planner in maintaining accurate and up-to-date Auto-CAD drawings for all buildings.
 - Assist Facilities Planning & Resource Manager with the preparation of budget proposals for Capital Improvement Projects.
 - Assist Facilities Construction Project Manager, Building, Energy & HVAC Control Manager, Building & HVAC Controls Specialist, Construction/Electrical/Mechanical Inspector and Building Code Official as needed.
- H. **Meet State Requirements for Educational Facilities (SREF)**
 - Meet the requirements of law, rule, and SREF that provide for enforcement of life safety, health, sanitation, and other standards for inspections and facility operation, [SREF Section 4.4](#).

STANDARD OPERATING PROCEDURES - MAINTENANCE

In order to operate and maintain our facilities to better accommodate students and staff, facilitate the learning process, and promote a healthy and secure school environment, we have established standard operating procedures (SOPs). The goal is for all work tasks, services, and other efforts associated with maintenance and operations areas to focus on producing circumstances that allow for the maximum utilization of our College facilities.

The maintenance SOPs are based on Facility Standards as defined by the [Florida Department of Education](#) which address overall conditions criteria including safety, sanitation, security, functional performance, physical condition, and appearance.

The procedures below are located in the Appendix section of this manual:

- 01.001 – Maintenance & Trades Staff Uniform
- 01.002 - Work Control Process
- 01.003 - Grounds Maintenance
- 01.004 - Custodial Services
- 01.005 - Fleet Maintenance
- 01.006 - Routine Maintenance
- 01.007 - Preventive Maintenance
- 01.008 - Energy Management Services

**PLANNING & DESIGN
DIVISION**

Facilities Planning & Design is responsible for the planning of Collegewide capital improvement projects and all required facility planning functions inclusive of the annual Capital Improvement Plan, the Educational Plant Survey, and the Collegewide Facilities Master Plan. The team is also accountable for space management, interior design services, maintenance of the College's electronic facilities inventory, management of Facilities budgets and funds for capital projects, development/maintenance of facilities standards, project management, and document management. Through collaborative planning and project management, our team strives to develop aesthetically pleasing yet functional educational spaces capable of evolving as technologies and curricula advance, helping to improve educational outcomes.

Facilities Planning & Design Team:

- Executive Director, Facilities Planning and Design
- Facilities Construction Project Manager
- Facilities Planning and Resource Manager
- Facilities Planner
- Facilities Project Coordinator
- Facilities Administrative Assistant

RESPONSIBILITIES - PLANNING & DESIGN

Space Inventory, Management & Reporting

Space at the College is accounted for by the functionality and occupancy of each room. Our team facilitates the College's space request and allocation process, maintains an accurate space inventory for internal and external reporting requirements, and provides analyses and information that support the instructional, academic, and institutional space needs of FSCJ.

Below are some of the space management practices employed -

- Maintain, develop, design, and recommend changes in space allocations.
- Optimize the use of allocated space, both existing and potentially new.
- Space changes or modifications to help achieve optimal efficiency and utilization.
- Collaboration with fellow constituents to conduct space analyses to improve utilization.
- Utilize sustainable design concepts for new spaces or with the improvement, change, or reconfiguration of existing spaces.
- Development of facilities with special attention to stakeholders and programmatic needs.
- Close analysis of room/space utilization and employing needed measures to improve rates.
- Maintain space information in 25-Live, the College's event calendaring, scheduling, and publishing system for managing classrooms and campus space.
- Maintain the College's space inventory (site, facility, room) data in the Facilities/Capital Outlay Database (FCODB) preserved by the Community College & Technical Center Management Information Systems (CCTCMIS).
- Maintain Collegewide Campus Plans including fire evacuation plans in AutoCAD/Revit & distribute to Campus Security, JSO & JFRD as required.

I. Facilities Inventory Validation

- The College's Facility Inventory is housed within the Florida College System's Facilities/Capital Outlay Database (FCODB). The data are used for various reporting needs involving facilities planning, budgeting, determining capacity, etc.
- Validation of Facility Inventory is accomplished by two main processes –
 - ✓ Report Verification: Each term, the Institutional Advancement & Effectiveness (IAE) reporting coordinator sends our team Facilities Database (FDB) verification reports generated by CCTMIS (Community College & Technical Center Management Information Systems) for validation of accuracy. The reports are analyzed for accuracy or issues and returned to IAE.
 - ✓ Site Visits: Annually, field validation of the facilities room and space inventory is required and conducted by the Facilities team. During this process, rooms are physically inspected, validated, and recorded for square footage, room use, room name, and room number. Our team also verifies that all spaces have correct 'room usage codes' based on how rooms and spaces are being utilized.
- Per [FSCJ APM 08-0102](#), annual validations are followed up with any necessary changes to the College's floor/site plans and the facilities capital outlay database (FCODB) as well as coordination with the Institutional Advancement & Effectiveness (IAE) reports coordinator on inventory modifications for submission.
- The validation component of space management helps to ensure that the facilities inventory data represent the existing facilities available to support educational programs.

II. Space Needs Assessment

- The information gathered from the inventory validation process, including any required adjustments, enables the preparation of required reports used in the space needs assessment portion of the educational plant survey.
- The purpose is to address space and condition deficiencies/needs by the development of project recommendations consistent with approved programs in the Master Plan.
- Types of projects proposed from space needs assessments may include site improvements, renovation, remodeling, and new construction.
- The space needs formula provides information relevant to three general classifications of College spaces: Instructional, Academic Support, and Institutional Support.
- Coordination with Institutional Advancement & Effectiveness (IAE) on updates & changes to the Facilities/Capital Outlay Database (FCODB), which is required for reporting to the Florida Department of Education. The data are used to analyze space utilization to ensure maximum usage of campus space.

II. Facility Condition Assessment

- The Facility Condition Assessment (FCA) is used to measure the physical condition and functionality of buildings and their infrastructure as suitable and appropriate for their intended functions. The functionality of space can also be assessed to verify the accuracy of the College's inventory.
- The FCA process assists Facilities in detecting condition deficiencies that may be hazardous and damaging to property. It can also help identify measures that could be taken for energy conservation and sustainability.
- During the survey, life-cycle information is generated through the application of a ranking system for observed conditions from new to critical, each rank has a replacement time range.
- Conditions surveyed with the FCA include:
 - Site/Civil/Landscaping
 - Exterior Building Envelope
 - Interior Elements
 - Stairs
 - Elevators
 - Flooring
 - Restrooms
 - Signage
 - Electrical
 - Mechanical
 - Plumbing
- The FCA process helps to develop accurate data on the condition and performance of assets which is needed to further define capital renewal or replacement projects and to develop cost estimates and schedules to correct deficiencies for capital improvement, renovation, or modernization projects.
- The information gathered from the FCA is used for capital renewal/replacement needs, including deferred maintenance, and the development of the Collegewide Master Plan.

IV. Educational Specifications

- Adherence to educational specifications and programming requirements of [6A-2.0010, FAC](#); SREF; Florida Statutes and federal laws and rules regarding educational facilities:
 - Space Requirements
 - Safe School Design
 - *Life Cycle Cost Guidelines for Materials and Buildings for Florida's Public Educational Facilities*
 - Energy-Efficient Construction
 - Classroom Lighting
- Utilization of SREF's '*size of space and occupant design criteria*' for planning for new construction, remodeling, and renovation projects recommended in the educational plant survey and funded from state capital outlay funding sources.

- Development of educational specifications is a requirement for projects funded from Public Education Capital Outlay (PECO), Capital Outlay & Debt Service (CO&DS), Lottery, General Revenue or other State sources, and discretionary local capital outlay funds ([SREF & 6A-2.0010, FAC](#)).

V. Facility and Land Inventory Tracking

The Department of Environmental Protection (DEP) keeps a computerized system for its state land records. The [Florida State-Owned Lands and Record Information System \(FL-SOLARIS\)](#) is used to maintain an online inventory of all facilities and land that are owned, leased, maintained, or otherwise occupied or managed by the state of Florida.

FL-SOLARIS contains two main components:

- Facility Inventory Tracking System (FITS)
- Land Inventory Tracking System (LITS)

Our team gathers needed data and submits pertinent land and facility information into the FL-SOLARIS FITS & LITS using the [MyFDEP portal](#) on an annual basis by the first of August.

VI. State Facilities Inventory Annual Report

The Department of Management Services (DMS) is required to maintain a [State Facilities Inventory \(SFI\)](#), which is an automated inventory of all facilities owned, leased, rented, occupied, or maintained by a state agency. The DMS compiles a [Master Leasing Report](#) and information on the Florida College System Portfolio is included.

The DMS conducts annual lease data validation, which includes reporting on Agency Inventory Overview and Agency Lease Updates. Our team gathers and submits these required reports for the College as needed.

VII. Facility Property Valuation Report

Coordination with Risk Management to maintain FSCJ's Facility Property Valuation Report.

Provide valuation and utilization information to Institutional Advancement & Effectiveness/ Institutional Analytics and Research for the College's annual FACT BOOK publication.

Facilities Capital Planning

The FPD team performs long-range facilities planning services utilizing systematic methods to determine needs by analyzing educational information and specifications to help provide facilities that meet the College's goals and objectives ([FSCJ APM 08-0101](#)).

Master planning and capital program management allow for the development of facilities with special attention to stakeholders and programmatic needs. The three long-range initiatives key to Facilities Capital Planning are the Educational Plant Survey, the Capital Improvement Plan, and the Master Plan which are outlined below. These processes provide a means to reflect the College's highest priorities and budget plans as well as provide the mechanism to address them.

Facilities Improvement Funding Plan

- For Capital Outlay planning and adherence to [FSCJ APM 08-0103](#), before April 1st of each year, a call for project requests shall be made through College administration by Facilities Management & Construction (FMC) and coordinated the FPD team (*FMC Project Request Form – IN DEVELOPMENT*). The projects can be for facilities construction, remodeling, or renovations to meet specific programmatic and/or facility needs.
- All requests generated from the administration ‘call for projects’ must be reviewed and approved by the requestor’s respective Cabinet member and align with current strategic initiatives set by the College including the Master Plan.
- Project information is also gathered through planning meetings with the Campus Facilities Directors and the Director of Campus Operations. During these meetings, facilitated by the Facilities Resource Planner, current projects are tracked for progress and needed projects are discussed and added to the planning list for consideration.
- All project requests will be reviewed and summarized. The projects that meet State standards and College initiatives will be placed and incorporated into the *Annual Facilities Improvement Funding Plan* as follows:
 1. Minor remodeling, renovation, and repair projects plus a miscellaneous category, for unanticipated campus projects, will be placed on an internal project planning list and will be ranked/prioritized per the criteria below:
 - ✓ Life Safety Issues
 - ✓ Critical Mechanical/Electrical Repairs
 - ✓ Instructional Spaces Upgrades
 - ✓ Roof Repairs
 - ✓ Energy Conservation Measures
 - ✓ ADA Compliance
 - ✓ Supporting specific CW Initiatives

The projects on the internal planning list will be funded, if possible, by Local Capital Improvement Funds (LCIF) and Public Education Capital Outlay (PECO) Funds that are received annually for this purpose.

2. Approved requests needing further architect/engineering study or requiring a supplemental survey and/or a major level of funding will be placed on a future planning list. This project list will be the basis for the 5-year or supplementary Educational Plant Survey (EPS) recommendations, and the annual Capital Improvement Plan (CIP).
3. Projects that do not make the list will be returned to the originator for additional planning and coordination.

I. Fixed Capital Outlay/Legislative Budget Request

- The annual Fixed Capital Outlay/Legislative Budget Request submitted to the Division of Florida Colleges consists of:
 1. Capital Improvement Plan (CIP)
 2. Requests for Operating Costs for New Facilities (OCNF)
 3. Requests for Back of Bill (BOB) funds
 - New facilities/property not funded by the State
 - Re-appropriation of State funds that need Legislative approval
- The Florida College System (FCS) annually prepares a 3-year capital outlay project list to be submitted in the Commissioner's legislative budget request.
- The general order of priority for each year's FCS project list is:
 1. Prior year's obligations
 2. Renovations
 3. Major renovations
 4. Special construction
 5. New construction
- Unfunded projects from the prior year's list are brought forward each year to form the basis of a new list.
- New projects are added to the end of the list to replace projects that have been funded or removed from the list. The new projects are obtained from the Capital Improvement Program reports which are submitted annually by all 28 Florida Colleges via the capital planning process.

II. Capital Improvement Plan

Capital improvement or renewal is the upgrading or replacement of facilities, major building systems, and supportive infrastructures. To fund this, all 28 Florida Colleges are required to submit an annual Capital Improvement Plan (CIP) to the Division of Florida Colleges. The CIP report is created based on the educational plant survey's current and validated recommendations and shall identify the funding requests for capital projects, new construction, renovations, remodels, and site improvements.

- Per [FSCJ, APM 08-0105](#), the College requests Public Education Capital Outlay (PECO) funding for educational facilities via the Capital Improvement Plan (CIP).
- The CIP is a very detailed funding plan that is prepared on specialized forms that provide financial details for each capital improvement requested. It outlines the College's renovation and remodeling projects in order of priority based on forecasted growth calculated during the educational plant survey process and forms the basis for inclusion of these projects on the Legislative Budget Request.
- The CIP process provides a framework for the careful development of reliable capital expenditures and revenue estimates for capital planning and prioritization.
- The CIP helps to identify, justify, and incorporate expenditures for any new facilities and/or

adequate maintenance and repair of existing capital assets into the College's budget. It is created based on the recommendations from the educational plant survey and is reviewed extensively with the College administration.

- The annual deadline to submit the CIP report is established by the FLDOE Office of Financial Policy which develops the Legislative Budget Request (LBR) reporting procedures for the system colleges. The Division of Florida Colleges is responsible for the CIP/LBR process for the Florida College System (FCS) as specified in [sec. 1013.64\(4\)\(a\), FS.](#)
- The CIP should first be approved by the District Board of Trustees (DBOT) and then it should be submitted via email to the Director of Facilities Planning & Budgeting, FLDOE/Division of Florida Colleges BY the established deadline.
- The State Board of Education shall submit a Capital Projects Plan, a 3-year priority list for Florida College System (FCS) institutions, that reflects the decisions made regarding all submitted capital projects from the CIP/LBR process.
- The FLDOE holds an annual CIP/Facility Planning workshop in the Spring which the FPD team attends.

III. Educational Plant Survey (EPS)

- For facilities planning purposes, the Florida Department of Education (FLDOE) requires all Florida Colleges to conduct an Educational Plant Survey (EPS) at a minimum of every five (5) years ([FSCJ APM 08-0104](#)).
- The Office of Educational Facilities (OEF) is responsible for the plant survey process for the Florida College System (FCS). The Division of Florida Colleges sets the criteria and provides software that colleges must use when preparing the EPS every five years, which then forms the basis for the annual Capital Improvement Plan.
- The EPS is a methodical study of the existing facilities inventory of educational and ancillary plants to determine the future needs for accommodating instructional programming and academic support activities for the College.
- The EPS process is comprised of two key components –
 - Facilities Inventory Validation
 - Space Needs Assessment
- The development of space needs within the EPS requires three data elements:
 1. Facilities Inventory (existing/room-by-room)
 2. 5-Year COFTE Projections
 3. Utilization and Space Needs Generation Factors and Formulas
- It's also a requirement to evaluate and document existing career and adult education programs and determine if there's a need for additional programs. The Provost's Academic Support Team conducts a review of current programs to see if any need to be relocated or eliminated to make room for new ones. Using this information, including a labor market need analysis, recommendations for

Collegewide projects for programmatic support are formed including site improvements, new construction, renovations, and remodeling.

- To meet Florida statutory requirements, [Section 1013.31\(1\)](#), a *DVE 768 form: Workforce Education Current and Projected Facility Needs* must be completed. The DVE 768 report shall include a listing of all current and projected workforce (career/technical education, adult education) programs with facility needs to be forecasted for 5 years.
- In adherence with section [1013.31\(1\), F.S.](#) and localized facility need assessments, the EPS produces a comprehensive Fixed Capital Outlay Plan for the College.

The Survey Report with all required data is electronically submitted to the Office of Educational Facilities (OEF) via the FLDOE's Educational Facilities Information System (EFIS). The EFIS software will generate the required square footage and student stations for the planning of programs based on the SREF's space design criteria.

Using the recommendations from the EPS, our Team conducts facilities master planning for each campus/center in response to needs determined during this process.

Needs may include:

- Remodeling/renovation of existing space to support academic programs.
- Need for new academic programs.
- Need for a trained workforce for local and regional employers.
- Life safety systems and ADA compliance.
- Changing demographics of College service areas.

Supplemental (SPOT) surveys may be conducted when deviations from the EPS are needed. Surveys may be amended if conditions warrant a change in the construction program. Each revised EPS and each new EPS supersedes previous surveys.

IV. Project Priority List

- The Project Priority List (PPL) is a prioritized list of educational plant survey recommended projects approved by the Commissioner on behalf of the State Board of Education for the College to legally spend capital outlay funds.
- After the FLDOE approves a new plant survey (5-year or supplemental), the recommended projects are to be rated and formally requested to get approval to legally expend State funds, specifically CO&DS funds. This is done by submitting a required FLDOE form *OEF 217FC with a Project Priority List (PPL)*.
- The FLDOE develops the Capital Projects Plan, a consolidated list with all 28 Florida Colleges' priority projects, and presents it to the Legislature for potential Public Education Capital Outlay (PECO) funding appropriation.
- The PPL form must be approved by the Board of Trustees, signed by the College President, and submitted to the FLDOE via the Educational Facilities Information System (EFIS).

- If the College's project priorities change then an amendment to the PPL must be DBOT approved and submitted to the FLDOE via EFIS for submission to the Division of Colleges.

VI. Collegewide Master Plan

The Master Plan creates a visionary roadmap for capital projects to support more significant strategic initiatives. A good master plan articulates guidance to fund, modify, renovate, construct, and advance future facility requirements and needs. It is an integral guidance tool in the capital outlay process and helps to ensure the College is aligning with State goals and capital requests.

- Using the master planning process, recommendations are generated for the development of buildings, campuses, infrastructure, roads, and landscaping of the built environment that support the College's educational mission and strategic goals.
- Every five (5) years, utilizing educational plant survey information and through collaboration with campus administration, faculty, staff, students, and business leaders; a Collegewide Facilities Master Plan is developed and approved by the District Board of Trustees.
- State Requirements for Educational Facilities (SREF) requires facilities master planning information and educational specifications to be included in the survey and referenced in the Capital Improvement Plan (CIP).
- The project sequencing process in the Master Plan is defined by three operations:
 - Funding
 - Procurement/Design
 - Construction
- The Master Plan shall be updated annually based on the list of projects submitted during the preparations of the abovementioned CIP.
- The Master Plan helps to support FSCJ's Capital Campaign to help raise funds that will increase the College's capacity and pursue its mission.

Facilities Funding & Budget Management

Our team manages the annual development of funding and budgeting for Collegewide projects and maintenance.

- By working closely with Finance and Purchasing and using sound educational facilities budgeting practices, our Team helps to coordinate, develop, manage, and maintain the College's Facilities funds.
- Annual budget planning with Finance administration to help with the estimation of the College's future revenue and expenditure needs for Facilities.
- Through continuous analysis of budgets (major/minor projects and Facilities departmental projects) and the use of a validation process to monitor budgeted amounts versus actual expenditures and encumbrances, needs for corrective actions are revealed and acted upon.
- Our team is also accountable for keying requisitions for purchase orders, approving invoices, and tracking project expenditures and progress.

Facilities Funding

The Florida College System (FCS) uses fund accounting whereas resources are allocated to and accounted for as separate entities or funds. Facilities use the following funds:

Fund 1 Current Funds – Unrestricted: This fund is used to account for those economic resources that may be used to accomplish the primary and supporting objectives of the College.

Fund 2 Current Funds – Restricted: This fund is also used to account for those economic resources that may be used to accomplish the primary and supporting objectives of the college.

Fund 7 Unexpended Plant Funds: This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property.

Capital Budgets

Capital improvement refers to physical assets constructed or purchased to provide, improve, or replace a facility which are typically large-scale and high cost. The cost of capital improvement is generally non-recurring and may require multi-year financing. The funding for major projects is appropriated/authorized by the Legislature. The primary sources of project funding are from State fixed capital outlay programs including -

- Public Education Capital Outlay (PECO)
 - Capital Outlay and Debt Service (CO&DS) Trust Fund
 - Capital Improvement Fees (CIF)
- Capital budgets, derived from the Capital Improvements Plan (CIP) process, focus mainly on new construction or purchases, but they can include funds for remodeling and renovation. Capital project costs are identified for the upcoming budget year as well as projecting costs for the subsequent four years.
 - To support capital improvement projects, the Legislature appropriates funding from several funding sources including Florida’s Public Education Capital Outlay (PECO) Program, Capital Outlay & Debt Service (CO&DS) funds, Capital Improvements Fees (CIF), and General Revenue funding.
 - **Public Education Capital Outlay (PECO)**
Primary State funding source for construction and maintenance of educational facilities. The revenue is derived from the gross receipt taxes on utilities.
 - **Capital Outlay and Debt Service (CO&DS)**
State source of capital outlay revenue for institutions in the Florida College System. The revenue is derived from motor vehicle and tag proceeds. Funds can be used for acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing capital outlay projects.
 - **Capital Improvement Fees (CIF)**
These funds are derived from student fees collected at the time of registration. Fees serve as a

source of revenue that the State of Florida pledges against bonds. The projects financed from this revenue source are primarily student-related, meaning that the projects provide facilities such as student activity centers, outdoor recreation facilities, and athletic facilities.

➤ **General Revenue Funds**

Operating budgets

➤ **State Deferred Maintenance (SDM)**

Funding for deferred maintenance projects from the Deferred Building Maintenance Program list. Funds used must meet a minimum of the following criteria: Air Quality, Critical Life Safety, Water Quality, Environmental Deficiencies, ADA Compliance, or Building Code Compliance.

➤ **Other/Local-**

For any capital project as determined by the College and included in funds budgeted by the District Board of Trustees (typically from the Unrestricted Funds).

➤ **Grants, Foundation & Donor Funds**

Recurring Maintenance Program

To maximize the service life span of collegewide structures and systems to help prevent costly repairs and remain in compliance with numerous regulations, annual funding is delegated for recurring maintenance (RMC). Spending and projects funded by RMC include operational, general, and preventive maintenance needs.

- Under the guidance of the AVP of Facilities Management, the RMC Team meets every two months to review spending and needs.
- Coordination and budget management is conducted by the Facilities Planning & Resource Manager.

Deferred Building Maintenance Program

- Management of the deferred maintenance (DM) list which is comprised of maintenance, repair & renovation projects and submitted annually to the Division of Florida Colleges. The list includes activities that are postponed for reasons such as lack of funds or personnel or changes in priorities.
- The DM project list is reviewed annually to look at the existing backlog and add any new deficiencies to the list.
- If funding is allocated for deferred building maintenance (DBM) projects (i.e. General Appropriations Act), a project list shall be sent for approval to the FLDOE using the *FCS Deferred Building Maintenance Template* with adherence to all required guidelines for approval to expend funds.

Project Management

- Working in conjunction with Facilities as a whole, our team coordinates and provides project management services including pre-planning, planning, design, construction, and post-occupancy of all construction, renovation, and remodeling projects.

- Services include the management of routine, minor, and major capital improvement projects and the representation of the College in dealing with architects, engineers, contractors, and other vendors/suppliers.
- Development of project budgets and management of construction project finances.
- For major construction projects (\$300,000+), the Florida Department of Education (FLDOE) requires project data for the Office of Educational Facilities (OEF) files. Submittal of OEF forms with project information is required per [FL Rule 6A-2.0010 FAC](#). Our team coordinates this process and electronically transmits needed data through the Educational Facilities Information System (EFIS).
- Procore, a project construction project management software tool, is the platform our team uses to help unite all stakeholders and manage the College's major projects.

Interior Design Services

- Plan and prepare layouts for minor interior projects to include all finishes, furnishing, lighting selections, or changes based on FSCJ's approved FF&E standards.
- Selection and management of design professionals (architects & engineers) for projects.
- Oversee, coordinate, and integrate the interior design process.
- Provide in-house interior design support for smaller projects.
- Direct consultants on projects to ensure the quality of interior design and scope of work are met within the established budget and schedule.
- Furniture, finishes, and flooring selections for major and minor projects.
- Interior design of specialized spaces including, but not limited to, conference rooms, classrooms, multi-purpose rooms, special event spaces, lobby, and reception areas.
- Work with design professionals to produce construction documents for capital projects.
- Receive and process facilities service requests as they relate to interior design and/or FF&E.
- Manage interior design-related specific RFIs and submittals.
- Use of sustainable design practices.
- Update Collegewide Fire Evacuation Plans and coordinate with Risk Management to provide plans to JFRD and JSO on an annual basis on or before October 1st.
- Artwork selection and placement including adherence to the [Art in State Buildings \(ABS\) Program](#), established in 1979, which requires that new public facilities include an amount up to .5% of the total construction appropriation be used for the acquisition of art produced by, yet not limited to, Florida artists ([FS, Section 043](#)).

Furniture, Fixtures & Equipment (FF&E)

Development of Collegewide standards and processes regarding furniture, fixtures, and equipment (FF&E) to assist in providing a common image, product quality, and functionality to the use of furniture/finishes, fixtures, and equipment at all FSCJ facilities.

- Selection, procurement, and management of FF&E installations at all FSCJ facilities.
- Coordination with the Information Technology (IT) team on all interior design-related projects.
- Development and maintenance of a new Administrative Procedure Manual (APM) titled *Furniture Lifecycle Plan* that's based on [Board Rule, 6Hx7-8.8 - Design and Construction Delivery](#). Draft APM is complete and will be presented to DBOT.
- Development of an FSCJ *Furniture Desktop Procedures* manual and an *FSCJ Furniture Standards Guide* to be published on the website once finished and approved for release.
- Development of a *FSCJ Furniture Request Form* – pending Facilities Services Request Committee approval.

Signage & Wayfinding Program

Establish and maintain a strong foundation for an integrated signage/wayfinding program for the College with consideration of the following design principles:

- FSCJ Brand – Adherence to the College's brand & style guidelines.
 - Hospitality – Single, consistent, and welcoming signage voice.
 - Collaboration – Establish a sense of community.
 - Built Environment – Focus on easy, reliable navigation for visitors.
 - Adaptability – Signage system that is easily adaptable to accommodate changes as needed.
 - Accommodating – Wayfinding signage needs to accommodate a variety of campus needs.
- Interior signage - Compliance with [SREF, Chapter 5, 10\(i\)](#).
 - Exterior signage – Compliance with [SREF, Chapter 5, \(1\)\(2\)\(b\)](#).
 - Coordinate with respective site Facilities Maintenance and Facilities Campus Operations on any new or updated signage needs.
 - Conduct periodic and as-needed site tours for signage conditions and any additional needs.

Document Management

- Preserve and organize archival records and develop a classification system to facilitate access to materials.

Facilities Updates

- Provide project updates to the Marketing team for the monthly FSCJ Manta Messenger newsletter.
- Provide monthly project updates to Facilities Campus Operations & Campus Deans.
- Manage FSCJ.edu [Facilities Management & Construction](#) webpage updates.

Facilities Standards and Procedures *(IN DEVELOPMENT)*

- Facilities Operations & Procedures Manual
- Facilities Design & Construction Standards
- Building Code Enforcement Manual
- Project Naming Convention Standards
- Furniture Standards
- Furniture Lifecycle – Administrative Procedure Manual
- Furniture Request Desktop Procedures
- Project Request Desktop Procedure
- Furniture Request Form
- Project Request Form
- Space Request Form
- Architectural Design Committee (ARC)

Training *(IN DEVELOPMENT)*

Facilities 101

Facilities - Onboarding

Professional Development

Attendance of professional development seminars and conferences annually including:

- FEPPA (Florida Educational Facilities Planners' Association) Conference
- FLDOE College System's Capital Improvement Program & Facilities Planning Workshop
- FLAPPA (Florida Chapter of APPA/Association of Higher Education Facilities Officers) Conference
- FLDOE State Requirements for Educational Facilities (SREF) and Florida Building Code Training
- NEOCON

STANDARD OPERATING PROCEDURES - PLANNING & DESIGN

To better serve as the College's source for planning, information, recommendations, and project implementation for the successful development and use of our facility infrastructure, we have established standard operating procedures (SOPs).

The procedures below are located in the Appendix section of this manual:

- 02.001 - Space Management & Reporting
- 02.002 - Capital Outlay Plan
- 02.003 - Capital Improvements Plan
- 02.004 - Educational Plant Survey
- 02.005 - Project Priority List (PPL)
- 02.006 - Collegewide Master Plan
- 02.007 - Facilities Funding & Budget Management
- 02.008 - Project Management
- 02.009 - Interior Design Services
- 02.010 - Furniture, Fixtures & Equipment (FFE)
- 02.011 - Signage & Wayfinding



CONSTRUCTION MANAGEMENT DIVISION

The Construction Management team supports campuses and centers by managing design and construction services to construct facilities that function effectively and enhance the ability of the College to meet its academic and operational mission. The team is responsible for working with design professionals to produce construction documents for recurring maintenance and capital projects and assumes responsibility for the project from inception to closeout.

The department has the responsibility to construct, remodel, renovate, and maintain FSCJ facilities promptly and within approved budgets. In addition, newly constructed and renovated facilities shall always meet a high standard of aesthetic and functional quality.

Per [Florida Statute \(FS\) 1013.371](#), all Florida College System institution boards of trustees are required to adhere to the [Florida Building Code](#), the [Florida Fire Prevention Code \(FFPC\)](#), and the [State Requirements for Educational Facilities \(SREF\)](#) when planning and constructing educational facilities and ancillary plants. The SREF is a uniform statewide building code for the planning and construction of public educational and ancillary plants, which is adopted by the [Florida Building Commission](#) as part of the Florida Building Code. [Florida Building Code](#) administration and enforcement will be internally administered by our Building Code Enforcement team which has the authority to issue building permits, certificates of occupancy, temporary occupancy, and certificates of completion as required per [Florida Statutes](#).

RESPONSIBILITIES - CONSTRUCTION MANAGEMENT

Construction Project Management

- Provide construction project management services as a team using an innovative and sustainable approach in the planning, design, and construction of an attractive and functional physical environment for the College.
- Ensure that all College facilities are constructed, renovated, remodeled, and maintained by the standards outlined in the Florida statutes, the [Florida Building Code \(current edition\)](#), and the [State Requirements for Educational Facilities](#).
- Projects are managed under the guidance of the AVP of Facilities Management & Construction in conjunction with the Facilities Construction Project Manager and respective Facilities Campus Directors.
- Systematic management of College projects throughout the various lifecycle stages to achieve successful project delivery/completion.
- Oversee certain aspects of the construction management roadmap which includes five main phases (initiating, planning, executing, monitoring/control, and closing) further defined in the Construction Lifecycle SOP document.
- Thorough knowledge and understanding of the construction process help the CM team meet project goals according to predetermined budget, scope, and functionality.

Project Definitions:

- *MAINTENANCE AND REPAIR* - Generally includes the upkeep of educational and ancillary plants.
- *NEW CONSTRUCTION* - Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction.
- *REMODELING* - Changing existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts existing life safety systems of the building or as otherwise mandated by current codes and/or [State Fire Marshall rules \(Florida Fire Code\)](#).
- *RENOVATION* - Upgrading existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.

Plans Review, Permitting and Building Inspections

Facilities Management & Construction represents FSCJ as its Building Code Enforcement Agency. As the regulatory arm of the College; Facilities Management & Construction/Code Enforcement issues building permits, certificates of occupancy, temporary occupancy, and certificates of completion as required in [Florida Statute Section 235.017](#) and [FSCJ Board Rule 6Hx7-8.7](#).

Facilities Code Enforcement Team:

- Building Code Official
- Fire Occupational Health & Safety Specialist
- Construction/Electrical/Mechanical Inspector

All facility major maintenance, renovation, remodeling, and new construction performed at the College shall comply with the [Florida Building Code and all other applicable building codes](#). All entities performing maintenance, renovation, remodeling, and new construction to comply with the following:

- Submit construction documents (drawings and/or specifications) for plan review.
- Request and obtain a building permit before construction starts.
- Ensure proper inspection during construction.
- Certify completion before occupancy or re-occupancy.

Documents needed for Code Enforcement information and services can be found under [Building Permits, Forms, and Manuals](#) through fscj.edu.

Under the guidance of the Building Code Official, the Code Enforcement Team shall:

- Review plans and provide comments for all construction projects at each phase of design.
- Ensure plans follow the [Florida Building Code](#), [Florida Fire Prevention Code \(FFPC\)](#), [SREF](#), and other applicable codes before issuance of a building permit.

- Verify worker's compensation insurance and required contractor licensing.
- Issue building and single-work category permits.
- Perform construction progress inspections as required.
- Complete field inspection reports.
- Issue construction inspection reports as necessary.
- Provide code consultation to architects, engineers, project managers, and contractors as necessary.
- Conduct fire safety inspections (Fire Occupational Health & Safety Specialist).
- Issue the Certificate of Final Inspection (OEF 209 – Major projects).
- Issue Certificate of Occupancy (OEF 110B – Major projects).
- Approval of Office of Educational Facilities (OEF) forms.
- Maintain records demonstrating compliance with applicable laws.

Plans Review Request

Plans and specifications shall be reviewed by a licensed architect and/or engineer or certified building official. The plans shall be signed and sealed by the reviewing party. The reviewing architect and/or engineer must ensure that the construction documents submitted with the Building Permit Application are reviewed for compliance with all applicable codes and standards. The plans and specifications must be stamped “Reviewed for Compliance” and then signed and dated by the examiner.

Construction documents need to be examined and approved by the Building Official and must comply with codes and other pertinent laws or ordinances per [FBC Section 107.3](#). For building plan review, complete the [PLANS REVIEW REQUEST](#) form and follow the instructions.

Review requests with construction documents and/or accompanying data should be sent to:

Bruce D. Nelsen, BU-1559
 Florida State College at Jacksonville
 Facilities Management & Construction
 Attn: Facilities/Building Code Enforcement
 501 West State Street
 Jacksonville Florida 32202
 (904) 633-5959
 Email – bldgcode@fscj.edu

Building Permit Application

Building permits are required for all campus facilities and structures to ensure compliance with State of Florida building and life-safety codes. A [permit application](#) is required to process and issue a building or a single work category permit. Incomplete applications will not be accepted for submittal. The application shall be submitted as an original with the signature of the qualifying agent.

- Applicants shall follow guidelines set on [FSCJ’s Permit Submittal Package](#).
- Contractor shall provide copies of the license holder’s current licenses and copies of certificates of insurance naming Florida State College at Jacksonville as additional insured with each building permit application.
- Any deviation from the approved plans must be authorized by the approval of revised plans subject

to the same procedure established for the examination of the original plans.

- Permits are not valid if construction work is not started within six (6) months from the date the permit is issued.
- Contractors applying for a building permit, which includes subcontractors, shall complete and attach the subcontractor list.

Permit Application Document Review

Once the permit application package has been received, it will be date-stamped and Code Enforcement will perform a preliminary review for completeness.

If the permit application documents are incomplete, the applicant will be notified about the information required to further process the application.

The Building Code Official will review the permit application package and indicate that plans and specifications have been reviewed for code compliance with a signature and date.

Building Permit Issuance

The types of permits issued by Code Enforcement are as follows:

- Building
 - Electrical
 - Mechanical
 - Mobile/Portables
 - Plumbing
 - Roofing
 - Sign
 - Site/Tree
 - Annual Facilities Maintenance
- Fire Protection Systems and Hot Work Permits shall be issued separately from the building permit and granted by FSCJ's Fire Official (Fire Occupational Health & Safety Specialist) - [Hot Work Request and Permit](#) request form.
 - Building Permit with Inspection Cards shall be kept on the work site until the completion of the project. The permit card shall be maintained by the permit holder until the Certificate of Occupancy or Certificate of Completion is issued by the Building Code Official.
 - No inspection shall be made unless the Building Permit with Inspection Cards, and construction documents with review stamp, are open to inspection by the building official or duly authorized representative.
 - It is the responsibility of the permit holder to ensure that all contractors performing work on the project comply with applicable contractor licensing for the State of Florida through the Department of Business and Professional Regulation.
 - Upon notice from the Building Code Official, work that is done contrary to the provisions of the codes or

in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the permit holder, his agent, or the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Code Official shall not be required to give a written notice before stopping the work.

- The Building Code Official may revoke the building permit upon determination that the contractor has proceeded with work that violates, or is not in conformity with, the provisions of the building or life safety codes, or is unsafe for use.

Annual Facility Maintenance Permit

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing, or interior nonstructural office system(s), the College Building Code Official is authorized to issue an Annual Facility Permit to facilitate routine or emergency service, repair, and refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations.

The permit holder is required to maintain a log of all alterations and inspections made under such annual permit and the building official shall have access to such records at all times. The log shall be submitted to Code Enforcement at the end of the calendar year with a January 1st deadline before new annual permits are issued.

Inspections

During the construction process, all permitted projects shall be inspected for code compliance, and will provide reports indicating the inspection results. Inspectors shall also report code deficiencies promptly.

Per [FSCJ's APM 08-0107](#), inspections shall be performed in accordance with the Florida Building Code and reporting should include, at a minimum:

- 1) Work Progress
- 2) Document Compliance
- 3) Work Quality

Requests for inspections shall be made during regular business hours of the day before an inspection is needed. Requests are to be electronically mailed to Bldgcode@fscj.edu and must be received before 4:00 p.m. All inspections should be made within 48 hours.

The following information is required to be on inspection requests:

- ✓ Permit number
- ✓ Location
- ✓ Type of inspection
- ✓ Site supervisor
- ✓ Contact phone number

If the application complies with all requirements, laws, and regulations, the building official will issue the permit.

Final Inspections

Shall be conducted when the contractor determines that the work is complete.

Certificate of Occupancy (CO)

The issuance of a CO completes the Building Code Administration process. The CO documents the inspection and approval of completion of a construction project according to the requirements of Florida law.

The permit holder must request a certificate of occupancy after verification of completion of all final building, electrical, mechanical, plumbing, fire/life safety, and ADA inspections for the permitted project.

New buildings, additions, renovations, and remodeling shall not be occupied until the building has received a certificate of occupancy for compliance with codes that were in effect on the date of permit application.

For major construction projects (over 300K), a Certificate of Occupancy form OEF 110B is required by the FLDOE Office of Educational Facilities. The form shall be submitted electronically through the Educational Facilities Information System (EFIS).

Certificate of Final Inspection (CFI)

Final inspections must be completed and all code deficiencies and or violations corrected before the request for a final certificate.

Scheduling Final Inspection to be made according to project type as indicated below:

- ✓ **Building:** After the building is complete and ready for occupancy.
- ✓ **Electrical:** After the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
- ✓ **Plumbing:** After the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
- ✓ **Mechanical:** After the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.
- ✓ **Fuel Gas:** On all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is following reviewed plans.
- ✓ **Life Safety:** On all new work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of the codes and to assure that the installation and construction of the means of egress, fire alarm/notification and sprinkler system are in accordance with the approved permit documents.

For major construction projects (over 300K), a Certificate of Final Inspection form OEF 209 is required by the FLDOE Office of Educational Facilities. The form shall be submitted electronically through the Educational Facilities Information System (EFIS).

Fire Safety Inspections

Shall be performed by the Fire Occupational Health & Safety Specialist and be performed in accordance with the Florida Fire Prevention Code and associated Florida-adopted standards.

Fire inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, Safety@fscj.edu

STANDARD OPERATING PROCEDURES - FACILITIES CONSTRUCTION MANAGEMENT

To better serve as the College's source of support for campuses and centers by managing design, construction, and building code enforcement services, we have established standard operating procedures (SOPs) although [FSCJ's Building Code Enforcement Manual](#) shall serve as the main guide to our standards.

The procedures below are located in the Appendix section of this manual:

03.001 - Annual Facility Permit

03.002 - Construction Project Lifecycle



CAMPUS OPERATIONS DIVISION

Campus Operations oversees the daily operations of all FSCJ campuses and centers across the College. This includes strategies, processes, systems, and the allocation of resources for projects in support of FSCJ's mission, vision, and strategic plan. In collaboration with college executives, Campus Operations explores new business opportunities and executes partnerships to ensure the fiscal success of the College. The team also guides leaders and staff on Collegewide special projects to support FSCJ initiatives.

The Campus Operations team provides administrative authority and oversight of daily campus operations for four campuses and three centers and serves as a central point of contact for both academic and non-academic leadership teams to ensure consistent processes and experiences within the Facilities department. The team coordinates and implements campus-wide procedures, and supports identified facility project objectives. In addition, the Campus Operations team oversees FSCJ's external strategic partnerships on all campuses providing auxiliary services such as the Follett Bookstore, Chappell Childcare, the Criminal Justice Center, and food services.

Campus Operations is responsible for coordinating facility rentals and usage with the internal and external community. The team works to identify, allocate resources, and coordinate with cross-functional teams to provide the best service and experience for all rentals and facility usage. The scope of Campus Operations also includes a wide range of administrative support functions including campus-wide communication of information; departmental budget expenditures and management; office assignments and occupancy; furniture/office inventory; records management; campus inventory; duplication/mailroom/receiving; emergency management duties; and the support of special projects as needed.

Campus Operations Team:

- Executive Director, Campus Operations, Events & Special Projects
- Campus Operations Coordinators
- Campus Operations Administrative Assistants
- Duplicating & Mailroom Coordinators

RESPONSIBILITIES – CAMPUS OPERATIONS

Facility Usage

FSCJ's primary mission is to provide educational services and facilities to those enrolled as full and part-time students. In addition, the College is designed to serve the educational and cultural interests of the people in and around the City of Jacksonville and the geographical area of Florida considered within reach of each campus.

College facilities are intended primarily for educational purposes, for the benefit of our students, and for the best interest of the College ([BR 6Hx7-6.1 – College Facilities](#)). Hence the College offers a variety of spaces and equipment for public and staff utilization. Each campus/center offers a variety of conference rooms, classrooms, multipurpose rooms, theatres, and lecture auditoriums. FSCJ can accommodate space for up to 500 participants.

Campus Operations (CO) assists with event coordination for conferences, training seminars, lectures, teambuilding retreats, sports events, or any other type of function. The CO team manages external rental agreements and event planning, explains cost structure, identifies resources, and coordinates with all event infrastructure departments (Maintenance, Custodial, Security, Tech Support, Athletics, etc.).

I. Facility Rentals

FSCJ offers convenient locations and a variety of different types of facilities. We have everything from large auditoriums with multimedia capability to smaller, internet-connected classrooms.

In addition to offering a variety of versatile classrooms, equipment, and furniture for educational, business, and civic purposes; FSCJ also offers video conference centers, boardrooms, assessment and certification centers, a performing arts center (stage/theatre with superior acoustics and lighting technology), athletic facilities, multiple meeting spaces, banquet, and conference facilities.

All outside groups interested in using college facilities are required to complete an *Application for Rental of Florida State College at Jacksonville Facilities and Grounds*. Interested parties should request an application by contacting the [Campus Operations Coordinator](#) of the respective site of interest via the College website. Facility usage guidelines are outlined within [FSCJ APM 08-0108 Use of College Facilities by Outside Organizations and Groups](#).

For external users, rental applications must be received at least 14 days in advance of the event except the Wilson Center which must be received 30 days in advance of the event. There is a 2-hour minimum for rentals (Wilson Center, 4 hours). Rental payments must be received at least 7 days in advance before the event.

Non-profit organizations must provide proof of non-profit certification with their application. Organizations that are exempt from Florida State Sales Tax must provide their certification with their application. An event may not be advertised or publicized until an Event Permit is issued by Campus Operations.

All renters must follow [FSCJ APM 06-0911](#) which covers the presence of minors on campus.

There are four (4) main requirements for the rental of FSCJ facilities and grounds:

1) Insurance

All organizations and groups renting college facilities and grounds must provide proof of liability insurance in the amount of one million dollars or more, property insurance in the amount of \$50,000, and must be issued by a licensed agent of the underwriting insurance company.

2) Crowd Management

Crowd Management Certification is required for all events held at the College with more than 49 participants. If the event has over 249 participants an additional crowd manager is required. The College will provide crowd management services at an additional hourly rate in the rental agreement.

For all facilities, except the Wilson Center, external clients can provide their own crowd managers provided they obtain crowd manager training and provide a printed certificate for each crowd manager(s). Campus Operations will provide the link to the [Crowd Manager Training Online Course](#) to interested parties. The training must be completed before the College executes a facility rental agreement as the certificate is a required deliverable.

3) Computer Access Requirement

If the event requires a participant(s) to access the College's Technology Infrastructure, a guest account must be set up for the event 48 hours in advance. Campus Operations will submit a Campus Tech Support ticket to set up technology for the event through the Help Desk and request a Guest Account for the group via <https://guestaccount.fscj.org>

4) Security Deposit

Some events *may* require a security deposit. If the College determines a security deposit is required, that deposit will be added to the rental agreement. The deposit will be refunded 30 days after the event provided that additional labor was not required, there was no damage to the facilities or grounds of FSCJ, and no other costs were incurred.

II. Event Sponsorship

In certain cases, FSCJ will sponsor an organization with financial assistance for an event to achieve greater visibility and recognition in our community. An Event Sponsorship Request Form can be requested by contacting the [Campus Operations Coordinator](#) of the respective site of interest. Campus Operations will calculate the dollar value of the sponsorship. Sponsorship requests must be approved by the Executive Director of Campus Operations if the dollar value is less than \$2,000. If the sponsorship value exceeds \$2,000 the request must be approved by the Vice President of Finance & Administration.

III. Vendors on Campus

FSCJ allows vendors on campus to market, (buy or sell products or services) to students, faculty, and staff. They are required to comply with [FSCJ APM 05-0701 Sales Representatives and Vendors on Campus](#). Vendors are typically assigned a designated area on the College grounds and are required to check in with Security upon arrival.

IV. Public Assembly & Distribution of Information

Our College community and the public may engage in constitutional free speech but must abide by FSCJ's [APM 02-0705 Public Assembly and Distribution of Information](#). The respective [Campus Operations Coordinator](#) should be contacted for approval of any distribution or posting of any materials.

V. Internal Use of College Spaces

FSCJ employees and student organizations can request to use space or rooms for College-sponsored activities or meetings. Interested employees or student organization representatives should request an *Internal Event Application/Questionnaire* by contacting the [Campus Operations Coordinator](#) of the

respective site of interest. For internal events, the employee requesting the space must act as the event coordinator and follow all requirements on the internal request form.

VI. Event Coordination & Tracking

FSCJ hosts a variety of events. The Campus Operations team must perform many tasks to help support, coordinate, manage, and track daily events and activities.

- **25Live**

Currently, FSCJ uses 25Live as its scheduling platform although the College will be merging to Coursedog as of Fall Term 2024. Scheduling software allows users/planners to simplify every scheduling task for both internal and external reservations. It allows users to quickly and easily search dates for classrooms and event spaces and allows users to publish schedules and run institution-wide reports.

Room requests for events/activities through the College's scheduling platform are vetted and approved by Campus Operations. Requesters should contact the [Campus Operations Coordinator](#) of the respective site of interest if questions should arise.

- **External Event Tracking**

To track external facility usage for easy analysis and archiving purposes, Campus Operations staff capture event data using an Excel spreadsheet. This helps Campus Operations staff keep track of costs associated with all external event rentals each year.

Tracking items include:

- ✓ Permit Number
- ✓ Organization Name
- ✓ Organization Type (Profit/Non-Profit)
- ✓ Organization Point of Contact
- ✓ Event Name
- ✓ Date(s) of Event
- ✓ Facility Room(s) or Space(s) Utilized
- ✓ Number of Participants
- ✓ Breakdown of Rental Fees (i.e., Security, Custodial, IT, Equipment, Energy Surcharge, and Tax)
- ✓ Sponsorship Discount Information – if applicable

- **Campus/Center Activity Calendar**

As best practice, maintaining an all-inclusive activity calendar to send out weekly to campus/center event infrastructure (Maintenance, Custodial, Security, Tech Support, Student Life, Campus Deans, etc.) has proven to be a useful tool for coordination purposes.

- **Fitness Center Usage**

Faculty and staff can use any of the College's Fitness Centers but must sign a [Fitness Center Waiver](#)

accessed through the Help Center found in the Quick Links of FSCJ.EDU. The Executive Director of Campus Operations, Events & Special Projects must approve the waiver and add badge access for all sites' Fitness Centers.

Duplication, Mailroom & Receiving

➤ Duplication Services

Duplication services are provided Collegewide assisting both faculty and staff. Duplication Centers are at North, South, and Kent Campuses; Deerwood Center offers limited duplication services through the Faculty Resource Center. Cecil and Nassau Centers utilize Kent and North campuses for their duplication needs. Central duplication operations are at the Administration Offices (AO) Print Shop. The goal is to render a wide range of timely, economical, and high-quality printing and copy services.

Duplication Centers offer services such as printing, copying, scanning, paper cutting, folding, laminating, etc. For color copies and binding services, requestors must contact the AO Print Shop which charges for the additional services.

Duplication services offered through Campus Operations:

- Canon Service Contract Maintenance
- Equipment Servicing and Repair Liaison
- Paper, Toner & Staples for Copiers
- Equipment Replacement
- Security of Testing and other Sensitive Material

➤ Mailroom Services

FSCJ provides intra-campus distribution and outside mail services to meet all College mailing needs. Mailroom staff on each campus process all incoming, outgoing, and intra-campus mail.

Intra-campus mail is delivered to the receiving area of each campus as follows:

- North Campus, Nassau, Cecil, and Kent Campus:
 - *Fall & Spring Terms: Monday, Wednesday, Friday*
 - *Summer Term: Monday and Wednesday*
- South Campus, Deerwood, and Downtown Campus:
 - *Fall & Spring Terms: Monday, Tuesday, Thursday*
 - *Summer Term: Tuesday and Thursday*

Intra-campus mail may be used for small, enveloped items up to paper box-sized materials from one College employee to another. Items being transferred through intra-campus mail weigh less than 25

lbs. First-class mail may be dropped either with receiving, mailroom, or duplicating. The process for each campus may be slightly different.

First-class mail, certified mail, and overnight delivery can also be dropped off. First-class mail needing stamps will be sent downtown to AO Central Services Mailroom where the letter is stamped and then sent to the post office.

Overnight delivery services such as FedEx, DHL, and United Parcel Service (UPS) require a budget number assigned before the receiving department can arrange for pickup. All assigned budget numbers will be charged back to the department program.

➤ **Receiving Services**

The Duplicating & Mailroom Coordinator is responsible for physically receiving all products and ensuring those items with a Purchase Order are received within the PeopleSoft system. If the Duplicating & Mailroom Coordinator is not available, the Campus Operations Coordinator will be responsible for the receiving process.

PeopleSoft has established a 3-way match rule for receiving when required on Purchase Orders. PeopleSoft will intuitively compare invoices with purchase orders and receiving documents. This ensures that FSCJ only pays for the goods that we order and receive. When received in PeopleSoft, the requested goods and services will be “triggered” for Accounts Payable to pay. If the line items on the initial purchase order do not line up, the receipt and invoice do not match, the payment will not be made.

➤ **Property & Asset Management**

Per [APM 04-1101 - Property Control](#), the College must maintain a property records system to manage property from the time it's acquired to the time of disposal. To meet this requirement, the College uses PeopleSoft Asset Management (AM). PeopleSoft AM helps to manage College goods and assets (i.e., printers, scanners, copiers, medical equipment, IT equipment, furniture, etc.).

The AM program allows users to inquire about any type of college property purchased or grant-funded. Users can track equipment quantity and information regarding the condition, price, location, responsible party, and other essential aspects. Having an organized equipment inventory allows FSCJ to make more informed decisions based on accurate data.

➤ **Annual Inventory of Assets**

Annually, the College must complete a physical inventory of all FSCJ-tagged assets. Campus Operations is the primary lead for each campus/center in the implementation of the process of scanning all barcoded assets. The College uses CG4 Asset Tracking software to scan barcodes which integrates with PeopleSoft's Asset Management module.

To ensure all inventory within a campus/center is scanned promptly and reported back to the Purchasing Department by the required deadline, an inventory team is put into place. It's important to keep teams relatively small and select team members who will be able to focus on the process and

ensure the task is completed properly and on time. Each team shall consist of a member from Campus Operations, Tech Support, Facilities, and Receiving. The personnel choice may vary by campus. The team works closely with the Materials/Surplus point of contact from the Purchasing Department.

Administrative Support Services

Campus Operations staff members are responsible for ensuring that academic, business, and administrative support processes are completed in compliance with College policy. Campus Operations staff members serve as stewards for the Executive Director of Campus Operations, Events & Special Projects and shall work collaboratively with counterparts, the college community, and the public sector. There is a wide range of administrative activities performed to help meet this goal and to maintain smooth daily operations. Many of these tasks are notated and discussed below and in the respective SOP:

Campus-wide Communication:

Communicating information effectively is an important process for Campus Operations. To actively engage and keep faculty, staff, and our own campus operations team informed, several platforms are used including in-person, telephone, Outlook, Microsoft Teams, WebEx, external Marquees, SharePoint, and other online resources.

Campus Operations strives to provide relevant information by:

- ✓ Fully understanding College processes and being able to communicate this effectively.
- ✓ Providing relevant information and developments affecting faculty/staff promptly.
- ✓ Consult with others on issues affecting their areas.
- ✓ Participate in internal communications by providing information to programs and departments.
- ✓ Attend meetings when requested.
- ✓ Communicate issues, particularly within the facilities area and with other team members.
- ✓ Be informed of general developments by the Executive Director of Campus Operations, Events & Special Projects.
- ✓ Provide college personnel with information that will enable each other to do their jobs as well as possible.

Communication Types:

Being an integral part of the College, Campus Operations is often asked to disseminate information to the campus or center to other areas such as Academics, Facilities Planning & Design, Maintenance, Student Services, and Assessment and Testing. These notices are sent out using a campus operations email such as North.Operations@fscj.edu.

Sample notifications include:

- Campus Dean Notifications
- Campus Operations Notifications
- Events/Activities Calendar
- 25Live Class Scheduling/Reports

- Sharing of SharePoint documents related to Campus Operations
- Construction projects impacting the campus/center
- Outages such as water, air conditioning/heat
- Notices on Marquee (i.e., Graduations, Events, Special Guests, Registration, Term Start, Holidays)

Campus Operations Forms:

Campus Operations staff maintain various forms that, as best practice, should be kept in a centralized file share such as the [Campus Operations, Collegewide Shared Documents](#).

- At-A-Glance flyer - Campus/Center Informational Aide
- Office Occupancy List
- Emergency Contact List
- Department Contact List
- Internal / External Event Request Form

Departmental Expenditures & Tracking:

Campus Operations staff help to develop, monitor, and track departmental budgets, approve expenditures, research discrepancies, and maintain records. They support the management of budgets including the processing of expense reports, p-card purchases, vouchers, and purchase orders.

Office Assignments and Occupancy:

The Executive Director of Campus Operations, Events & Special Projects is the approver for office assignments Collegewide. Requests for a new employee office or the relocation of an existing employee are made through the JIRA helpdesk. The JIRA tile can be found via the FSCJ One Login Portal.

Through JIRA, office requests are routed to both the Executive Director of Campus Operations, Events & Special Projects, and the respective Campus Operations Coordinator for approval. Once the approval is made, Tech Support/IT is notified, and the office set-up or relocation will proceed.

The Campus Operations Coordinators at each campus/center are responsible for maintaining an office occupancy inventory sheet that shows all office assignments throughout their respective sites.

The Office Occupancy spreadsheets are based on the Collegewide floor plans. The spreadsheet includes all offices and open spaces occupied by faculty and staff. This list is updated when a new employee has been hired, vacated, or relocated to a different campus. This spreadsheet is especially helpful in the event of an emergency or disaster.

Key Control:

The key control process is handled mainly by the Facilities area and supported by Campus Operations. Campus Facilities Directors in conjunction with the Executive Director of Campus Operations, Events & Special Projects shall ensure adherence to [APM 06-0903 - Key Control](#).

Key requests are initiated by either entering a Building Maintenance Request through School Dude or by submitting a *Master Key Request Form* to the respective Campus Operations Coordinator who in turn enters the maintenance request. Both ways initiate the key process.

Each campus/center maintains a record of issued keys, and upon the resignation, termination, or transfer of personnel, all College keys are to be returned and appropriate records updated. The Executive Director of Campus Operations, Events & Special Projects, in coordination with the respective Campus Facilities Director, shall ensure an annual inventory of all master, sub-master, and high-security area keys.

Records Management Coordination:

As a Florida college, there are statutes and rules governing the use and destruction of all public records. The Executive Director of Campus Operations, Events & Special Projects has overall responsibility for records management at each campus/center and, as the Tier I Coordinator, has the responsibility to interact with the College's Office of Records Management and ensure adherence to FSCJ's [APM 02-1403 - Records Retention and Disposition](#).

The Campus Operations Coordinators, working with the Campus Operations Assistant, and assigned department Academic Coordinators, shall serve as Tier II Records Management Coordinators. Campus Operations Coordinators will serve as the overall record management unit leaders for their respective campus/centers, they serve as subject matter experts to help members of their campus/center community with the process and prepare records disposition reports for annual submission to the Executive Director of Campus Operations, Events & Special Projects (Tier I Coordinator).

Campus Emergency Operations Plan (CEOP):

The Campus Emergency Operations Plan (CEOP) outlines the procedures and responsibilities of the respective campus/center in the event of an emergency or disaster. It's based on FSCJ's Comprehensive Emergency Management Plan (CEMP) in accordance with [Board Rule 6Hx7 – 2.14. Safety and Security](#). Both the CEOP and the CEMP are used to guide the actions and decisions of the College during an emergency, to minimize the impacts and risks, and to restore normal operations as soon as possible.

The Executive Director of Campus Operations, Events & Special Projects oversees and directs the CEOP and reporting structure at all campuses, centers, and auxiliary partners. Working with the Campus Operations team, the CEOP is to be reviewed annually and revised as appropriate. Plan changes and revisions are the responsibility of the Executive Director of Campus Operations who will ensure that any changes to the CEOP are distributed accordingly.

Special Projects

Campus Operations Coordinators/Assistants, who support the Executive Director of Campus Operations, Events & Special Projects, are asked periodically to assist with projects not normally part of their day-to-day scopes.

Special projects may include tasks such as:

- ✓ Taking pictures of rooms, spaces, furniture, etc. for Facilities Planning & Design
- ✓ Taking inventory/pics of signage, banners, etc.
- ✓ Assistance with the annual Facilities Condition Assessment

- ✓ Assistance with College Room & Space Inventory
- ✓ Assistance with the development and implementation of internal operating procedures
- ✓ APM reviews and edits
- ✓ Contributing member of committees, and departmental initiatives (i.e., Contributing members of committees, and departmental initiatives (i.e., Six Sigma Teams, Courserdog Implementation, etc.)
- ✓ Special Reporting
- ✓ Attendance of special trainings or meetings
- ✓ Preparation of presentation materials
- ✓ Parking Lot updates
- ✓ Room designation changes

STANDARD OPERATING PROCEDURES – CAMPUS OPERATIONS

To better serve as the College's source for effective and efficient daily operations of our campuses and centers, we have established standard operating procedures (SOPs).

The procedures below are located in the Appendix section of this manual:

04.001 - Facility Usage

04.002 - Asset Management

04.003 - Duplication Services

04.004 - Mailroom/Receiving Services

04.005 - Administrative Support Services

APPENDICES

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APPENDIX A

MAINTENANCE SOPs

- 01.001 - FACILITIES STAFF UNIFORM
- 01.002 - WORK CONTROL PROCESS
- 01.003 - GROUNDS MAINTENANCE
 - 01.004 - CUSTODIAL SERVICES
 - 01.005 - FLEET MAINTENANCE
 - 01.006 - ROUTINE MAINTENANCE
- 01.007 - PREVENTIVE MAINTENANCE
- 01.008 - ENERGY MANAGEMENT SERVICES

STANDARD OPERATING PROCEDURE # 01.001

Subject: Maintenance & Trades Staff Uniform

1.0 Purpose

To promote a professional team image and assist in staff identification for campus safety purposes, all campus maintenance and trades personnel will be required to wear a standard College uniform shirt with the current FSCJ logo and to adhere to FSCJ's badge policy.

2.0 Roles and Responsibilities

Campus Facilities Director

The Campus Facilities Director has the authority to establish practices necessary to promote a safe and secure environment.

3.0 Implementation

All personnel in the facilities maintenance group will wear FSCJ uniform shirts and their badge at all times while working. This includes grounds, custodial/plant services, and trades, including management but excluding office staff. This is to provide appropriate identification of staff who may be accessing a wide variety of locations in which they may not be known. This practice will help to identify FSCJ staff as College employees versus a contract employee in case of an issue. It also helps with campus security measures.

4.0 Materials

Facilities maintenance staff will be provided five (5) FSCJ uniform shirts on an annual or as-needed basis.

Each fiscal year, under the guidance and consent of the Campus Facilities Director, Facilities office staff shall order FSCJ shirts for their respective campus/center staff from an approved vendor (i.e., Florida Specialty Promo, Inc.).

STANDARD OPERATING PROCEDURE # 01.002

Subject: Work Control Process

1.0 Purpose

To provide effective and efficient response and management control of work orders from the time they are reported until completion. The management, administration, and communication of work is known as the work control process. The College uses Maintenance Direct, a computer maintenance management system (CMMS), for organizing, tracking, and facilitating work to be accomplished at each campus/center.

The 'work control process' is integral to an effective operations and maintenance effort, and it includes:

- Maintenance Request submitted/work identification
- Work Order created
- Workload planning
- Work accomplishment
- Work appraisal/quality control

Communication between those who need work completed, those who supervise and assign the work, and those who complete the work, is the key to the operations and maintenance process for College facilities.

Benefits of establishing an effective work control process utilizing the CMMS:

- Provides facilities management information.
- Improves communication of specific work/service needed.
- Documents serious or recurring maintenance problems for historical purposes.
- Provides the means to control expenditures of labor and material resources.

2.0 Roles and Responsibilities

Campus Facilities Director

The Campus Facilities Director or assigned designee will oversee the management of the work control process for Florida State College at Jacksonville.

Facilities Maintenance Managers, Supervisors & Assistant Supervisors

Each Facility Manager/Supervisor shall ensure implementation of this SOP and its requirements at their assigned campus.

3.0 Implementation

All work requests are received, logged, and tracked through a building maintenance request/work order.

When a service or repair is required by the campus community, the requestor completes a Building Maintenance Request accessed through the Quick Links tile via my.fscj.edu. Work is identified when the requestor chooses a thumbnail respective to their needs (i.e. Custodial, General Maintenance, Plumbing, Event Setup, etc.).

Maintenance Site Supervisors and Assistant Supervisors shall be the primary source for the initiation and tracking of work orders for the campus. They will log and ensure work requests/work orders are completed. They shall participate in monthly walk-through/site inspections. Discrepancies shall be entered into the CMMS for tracking, appropriate assignments, and completion.

A best practice for the maintenance of facilities is to enter appropriate routine and preventive maintenance schedules into the PM module of the CMMS. All mechanical equipment should be input into the PM module to closely follow all manufacturer's maintenance guidelines.

Work orders are prioritized based on the request type.

Level 1: 4-hour response time

- Life or property at risk
- Safety and health hazards
- Critical mechanical system shutdown such as HVAC
- Passenger elevator issue
- Major utility system failures such as power outage
- Security lighting
- Water/plumbing leak causing unsafe conditions

Level 2: 24-hour response time

- Service elevator issue
- Minor water leaks
- Lamp replacement
- Non-critical mechanical system

Level 3: 3-day response time

- Landscape clean up
- Pest control (non-hazardous type)
- Key requests
- Replacement of task lights

Level 4: 1-week response time

- Furniture moves
- Furniture or carpet cleaning
- Equipment preventive maintenance

Level 5: 1-month or less response time

- Non-critical furniture repairs
- Damage or repair to non-critical equipment
- Non-critical custodial/janitorial tasks

3.1 Planning of Work Order Process

Proper planning with the work control process provides increased productivity and the efficient use of limited resources. Systematic planning is necessary to effectively determine the scope, method, and type of resources needed to complete a specific objective.

Upon receipt of a Work Order, the Campus Facilities Director or designee reviews it for the following:

- Is it an Emergency?
- Is there a need for special precautionary measures?
- Is there adequate detail to understand the total scope of work to be accomplished?
- Is the required completion date feasible?
- Will the work order scope require any permitting other than the annual maintenance permit?
- If applicable, are funds available to complete the request now?

After reviewing the Work Order, the Campus Facilities Director or designee determines who, when, and how the work should be accomplished. This decision is based on the availability of participating staff, the request priority, material lead-time, and the date requested by the requestor (i.e., event set-up).

If funds are available for material or equipment requirements, Facilities will initiate services on the work order. If funds are not available, the work order will be held until the funding deficiency is resolved. The Campus Facilities Director or designee will keep the requestor advised of the status of the request.

Work orders outstanding for sixty (60) days shall be referred to the Maintenance Site Manager and Assistant Supervisor PSW(s) for resolution.

3.2 Work Order Completion

When the job is completed, the Campus Facilities Director or designee:

- Inspects the work for quality and completeness.
- Makes sure that excess or residue material and equipment are cleaned, inventoried, and labeled.
- Reviews material issued for the work order to ensure the quantity and type were commensurate with the work done and the work order file includes documentation supporting any additional materials requisitioned by Facilities staff or contracted

support services.

- Makes sure all the labor, material, and equipment actions that influence the cost of the work order are documented.
- Approves project closeout and notifies project requestor.
- Files the completed work order folder.
- Enters the final closeout transaction in the work order folder and documents in the work order CMMS.

3.3 Work Order Analysis

For completed work orders that have significant variance between actual and estimated hours, the Facility Managers will conduct a preliminary review. A significant variance is an amount over or under 25 percent of the original estimated or authorized amount. The Facility Manager may need to meet/discuss the work with the appropriate Facilities Department shop or contract support services to determine the cause of the variance. The results will be reported to the Campus Facilities Director and documented as a permanent addition to the work order file.

4.0 Training

The Campus Facilities Director and Facility Maintenance Managers will review and approve training content and requirements for all campus staff and the campus community, including, but not limited to the following topics:

- Systems and equipment training
- Work request processing and prioritization levels
- Maintenance procedures and practices
- SchoolDude/Brightly Software Maintenance Direct Training
- OSHA/Safety training

5.0 Communication

The Campus Facilities Director or designee will provide information to the campus community identifying the process for submitting work order requests.

Provide notice to the campus community if any routine maintenance needs or corrective actions will have an impact on their daily operations (i.e., lavatory out of order, system shut-down, spill in a common area, etc.). Communication shall include a description of the activity, its impact on the area, any applicable safety information, and the duration of maintenance activity.

STANDARD OPERATING PROCEDURE # 01.003

Subject: Grounds Maintenance

1.0 Purpose

To provide procedures to maintain a safe, clean, sustainable, and attractively landscaped environment for the students, faculty, and staff of our College. The standards encourage adherence to the principles of Florida-friendly landscaping and creative landscape design and management.

2.0 Roles and Responsibilities

The Campus Facilities Director will oversee the management of all Grounds activities for Florida State College at Jacksonville.

Each campus/center Facility Maintenance Manager has the onsite responsibility for carrying out the day-to-day Grounds maintenance duties and responsibilities at their assigned campus/center.

3.0 Implementation

The scope of grounds and landscape maintenance services at Florida State College at Jacksonville facilities includes but is not limited to the following:

- Tree trimming and removal
- Mowing, edging and blowing
- Athletic field maintenance
- Invasive plant control
- Fertilization
- Watering and irrigation and wells
- Site fencing maintenance
- Roads, sidewalks, and parking lot maintenance
- Site signage and lighting

3.1 Routine Grounds Maintenance Grounds Maintenance

Mowing

- Mowing shall be performed in a manner consistent with landscape maintenance industry standards that ensures smooth surface appearance without scalping or leaving any uncut grass.
- All litter and debris are to be removed from turf before mowing to avoid shredding that will damage turf appearance or items that may be propelled by mower blades.
- All mowing equipment must be equipped with adjustable and functional discharge chutes. Discharge chutes shall be angled downward as necessary to prevent the discharge of clippings or other generated debris into pedestrian areas, roadways, or other areas that may cause damage or injury to persons or property. Discharge chutes shall be adjusted downward at a minimum 35° angle from horizontal when mowing along medians and roadway edges.
- All mowers must be adjustable and adjusted to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
- All mower blades are to be sharp enough to cut, rather than to tear grass blades.
- Grass should not be mowed lower than two (2) inches in height.
- Mowing will be done carefully so as not to damage tree bark, tree supports or shrubs, intrude into ground cover beds, damage sodded berms, sprinkler heads, valves, manifolds, time clocks, curbs, or other items within or adjacent to the maintenance area.
- Grass clippings or debris caused by mowing or trimming shall be removed from adjacent walks, streets, drives, gutters, and curbs or surfaces on the same day as mowed or trimmed. Nothing shall be allowed to enter any storm body inlet, catch basin, or body of water.
- Mowing will not be done when weather or conditions result in damaged turf or uneven cutting.
- Maintain a grass-free area around trees to avoid damage by weed eaters.
- Aerate high-maintenance turf areas as needed.

Trimming and Edging

- Grass shall be trimmed during, or as an immediate operation following mowing.
- Trimming may be accomplished by hand or hand fish line cutting machines.
- Use special care when trimming around trees to limit damage to bark surface and/or the living layer beneath, and when trimming around sprinkler heads and other irrigation system fixtures to ensure their proper water delivery function.

- Mechanical edging of all turf edges abutting sidewalks, and flush paved surfaces, including all road curbs, drives, etc., will be done during or as an immediate operation following the mowing.
- Dirt and debris produced by edging or trimming will be removed and swept from adjacent hard surfaces, including but not limited to roadways, sidewalks, and trails during or as an immediate operation following the mowing.

Shrub and Hedge Management

- Shrubs and hedges shall be maintained in a healthy, growing correct color condition and the shape and area specified, or as specifically directed by the campus Facility Manager.
- Prune all shrubs and hedges, including, but not limited to, the removal of dead and/or broken branches, suckers or sprouts, and branches that may hang over walkways, grow through fences, or obscure roadway vision. Pruning shall be performed to have shrubs appear orderly and neat always.
- All pruning will be accomplished following standard industry practices using the appropriate pruning tools for the task at hand. Machetes and axes shall not be used in pruning operations.
- The maintenance of the shrubbery also includes the maintenance of beds around the shrubbery and other ground cover and beds within the assigned area.
- Remove dead or diseased shrubs or plants as needed.
- Upgrade planted areas as funds and time allow.
- During daily landscape maintenance activities, remove any obvious litter and other foreign debris from landscape beds.
- As the mulch or ground cover becomes matted, it is to be turned or freshened as necessary.
- Shrub and groundcover fertilization shall be performed and completed annually during the first week of March.

Mulch

- It is recommended that mulch be replaced in plant beds one (1) time per year and as needed if budget allows.
- Recommend mulch be applied three (3) inches thick, but shall be applied at a minimum of two (2) inches thick.
- No mulch shall be placed around the immediate base of shrub stems. Beds shall be cleaned of weeds before the new mulch is applied.
- Beds may be cultivated to help achieve this depth before the application of new mulch.

- Mulch shall not be placed closer than five (5) inches from the base of trees or palms.

Tree Care

- Palm Trees: Dead fronds from palm trees shall be removed from the ground as they fall.
- Shade Trees: These should be pruned as necessary to remove sucker growth and to maintain clear visibility between grade and a height of at least eight (8) feet. All damaged, dead, or diseased limbs resulting from weather or pests shall be removed immediately.
- Accent Trees: These should be pruned by thinning to maintain the shape of a tree as needed.
- All tree debris, limbs, and fronds will be picked up the same day of pruning or as needed.
- Remove dead or diseased trees as needed.
- Fertilize annually during the first week of March.

Irrigation

- Irrigation will be based on using the automatic irrigation system and individual placement of watering devices as necessary.
- Convert lawn areas to xeriscape where practical to minimize the need for irrigation.
- Use drought-resistant, native plants, wherever possible, that do not need irrigation.
- Aerate high-maintenance turf areas as needed.

Athletic Fields

- Provide maintenance of the athletic fields professionally following applicable standards.
- Stripe ballfields annually before the beginning of the season and/or as needed before games and practice activities.

Solid Waste Removal

- All exterior waste receptacles are to be emptied, and the receptacle liners replaced as needed.
- The receptacles are to be kept clean and in good condition.
- All dumpsters are to be inspected and the adjacent areas are policed to remove litter, trash, and other unsightly debris as needed.
- Maintenance and replacement needs are to be reported as soon as the condition is noted.
- Event support will be provided on an as-needed basis and will include activities such as the delivery of waste receptacles and liners, the emptying of the containers, and the cleanup of the immediate area, depending on the magnitude and duration of the event.

3.2 Materials and Equipment Operation

General Instructions

- Meet applicable Federal, State, and local requirements for safety and quality.
- Procure materials and services established by the College's Purchasing Department.
- Use equipment that reduces an impact on the environment wherever possible, including, but not limited to the following:
 - Equipment operated with alternative fuel.
 - Implement practices for reduced fossil-fuel usage and reduce carbon emissions.
 - Reduce spilling/leaking of oil and gas.
 - Keep engines tuned.
 - Replace air filters when needed.
 - Reduce the use of potable water for irrigation.
 - Where irrigation is necessary implement practices and install watering equipment to reduce water consumption as outlined in the [Florida Water Conservation Standards](#).
 - Work with regulatory agencies and the [Florida Water Resources Commission](#) to investigate opportunities for water conservation with irrigation practices.

Tools and Equipment

Daily, at the end of the shift, each operator of power equipment is responsible for cleaning, servicing, and inspecting the equipment to which they were assigned. The operator will follow the checklist prepared for that piece of equipment from the manufacturer's operations handbook.

A best practice checklist should include the following:

- Clean and check all fluid levels adding the proper amount of fluids as required.
- Add grease as required to all lubricated points.
- Check all blades for sharpness, nicks, cracks, and attachments.
- Check all belts for tension wear and cracks.
- Check all attachment points for lubrication, excessive wear, and proper locking pin or device.
- The operator shall certify his/her completion of the checklist by signing off on a sheet provided for that purpose.
- Major repairs or adjustments shall be referred to the manager for action.
- Never leave tools lying where you are working. If you must come back to the shop or go somewhere else, take your hand tools with you.

- All hand tools are checked out in the morning and checked back in at night.
- Use only tools and equipment that you have been properly trained on and have the proper personal protection equipment (PPE) necessary.
- Ensure that you have been trained on the proper use of PPE that you are required to use.

Vehicles

- General
 - Do not drive on the grass, unless necessary.
 - Dispose of plant refuse and empty any compartments of personal items daily.
 - Wash the vehicle as necessary.
 - Always drive safely and enter shop areas slowly.
 - For insurance purposes, no one is permitted to ride in vehicles except employees.
- Before driving, users must inspect the following
 - Check tires for wear and change as needed.
 - Check gasoline level
 - Check all fluid levels.
 - Check windshield for cleanliness & inspect wipers.
 - Check inside & out for cleanliness.
 - Any deficiencies should be corrected before leaving the area.
 - If deficiencies are found, contact the Campus Facilities Director.

Mowers

- Watch your cut to make sure no uneven marks or grass are sticking up.
- Check the height of the cutting deck to make sure it matches the other mowers.
- Make sure your cut extends into beds to eliminate weed eating.
- Always blow grass away from the beds.
- Avoid steep slopes when the grass is wet to prevent slipping (both you and the machine).

Weed Eater

- Check the machine for loose bolts, and air filter elements and take fuel cans with you.
- Be sure to wear the recommended personal safety equipment.
- Always keep the weed eater level and match the height with the corresponding mower cut.

Blowers

- Always blow away from doorways and people.
- Be sure you have the recommended personal protection equipment.
- Check the fuel before you leave the shop and refill when you return.

Chainsaws

- Always have someone with you when operating a chainsaw.
- Be sure the chain is properly tightened and the saw running properly before you leave the shop.
- Take a wrench and screwdriver with you to tighten the chain when it becomes loose.
- Do not operate the saw with a loose chain or cut above your shoulder height.
- Be sure to use all the recommended personal protection equipment.

3.3 Well Management

Comply with St. John's Water Management District requirements outlined below:

- Assist St. John River Water Management District authorized staff for inspection of each well. Correct defects to comply with Florida Statutes, Administrative Codes, and The Florida Building Code.
- Repair or replace leaking or inoperative well casings, valves, or controls to make the system fully operational. If below grade, the work must be done by a Florida Licensed Water Well Contractor.
- Check if the district-issued Identification Tags are on all wells.
- Check if there is backflow prevention on all wells.
- Check if there is a rain sensor override on all wells.

3.4 Hazardous Plants/Insects

Always check locations where you are working for plants, insects, and snakes.

- If a wasps' nest is identified during the daily routine, it should only be removed upon approval of a supervisor. Depending upon the size of the nest, it may require special protection or a removal process to eliminate a health risk.
- If a dangerous area is found (snakes, nests, etc.), let co-workers know immediately.
- Seek first aid immediately after contact with poisonous plants, bitten or stung.

3.5 Pesticide Application

- All landscape applications of pesticides, including "weed and feed" products, for hire should

follow state and federal law and with the most current version of the [Florida-Friendly Best Management Practices for Protection of Water Resources](#) by the Green Industries, as amended.

- When using pesticides, all label instructions of state and federal law shall be adhered to. The [Florida Department of Agriculture and Consumer Services](#) is responsible for the enforcement of pesticide laws.
- Keep pesticide containers tightly closed and do not transfer pesticides into an unmarked container.
- Maintain strict inventory control of all chemicals following governing regulations.
- Always store all pesticides in the proper place in the chemical storage area.
- Wear all personal protective equipment recommended by the label.
- Never use leaky or faulty equipment.
- Do not smoke while spraying or handling pesticides.
- Fill out spray records daily.
- Plan your spraying tasks to use all the chemicals you mix.
- Let your supervisor know if you have spray mix left over so it can be disposed of properly.
- Fire ant treatment shall be performed as needed.

3.6 Fertilizing

The provisions of this section shall apply to all fertilizer applications at Florida State College of Jacksonville's sites with the following exceptions:

- Fertilizer application for athletic fields shall follow the provisions as indicated in [Rule 5E-1.003\(2\)\(d\), F.A.C.](#), as amended.
- As of, January 1, 2014, any commercial fertilizer applicator to an urban landscape must be certified by the Department of Agriculture and Consumer Services according to [482.1562, F.S.](#), as amended.
- Fertilizers applied to turf and/or landscape plants within FSCJ's campuses shall be formulated and applied following requirements and directions provided on the fertilizer bag and by [Rule 5E-1.003\(2\), F.A.C.](#) Nitrogen or phosphorus fertilizer shall only be applied to turf or landscape plants during growth periods, not during dormant periods.

Timing of fertilizer application-

- Care should be taken to limit the application of fertilizers containing nitrogen and/or phosphorus to turf and/or landscape plants during the summer rainy season.
- In no case, shall fertilizers containing nitrogen and/or phosphorus to turf and/or landscape

plants during times which a flood, tropical storm, or hurricane watch or warning issued by the National Weather Service is, in effect, for any portion of Duval or Nassau Counties.

Fertilizer application best practices-

- Spreadable deflector shields are required when fertilizing via rotary spreaders. Deflectors must be positioned such that fertilizer granules are deflected away from all impervious surfaces, fertilizer-free zones, and water bodies, including wetlands.
- Fertilizer shall not be applied, spilled, or otherwise deposited on any impervious surface.
- Any fertilizer applied, spilled, or deposited, either intentionally or accidentally, on any impervious surface shall be immediately and completely removed to the greatest extent practicable.
- Fertilizer releases on an impervious surface shall be immediately contained and either legally applied to turf or any other legal site, or returned to the original or another appropriate container.
- In no case, shall fertilizer be washed, swept, or blown off impervious surfaces into storm water drains, ditches, conveyance, or water bodies.

Fertilizer Free Zones -

- Fertilizers shall not be applied within ten feet of any pond, lake, canal, wetlands, or watercourse. If a shield or drop spreader is used, fertilizer shall not be applied within three feet, of any pond, lake, canal wetlands, or watercourse.

Spraying/Fertilizer Application -

- Chemical application will be limited to the most environmentally friendly product, as determined by each Campus Facility Director, for each application.

4.0 Regulatory Compliance

All work shall comply with the applicable requirements of [29 CFR 1910 Occupational Safety and Health Standards](#), Federal, State, and municipal safety, environmental requirements, health requirements, and Facilities practices.

Compliance best practices -

- Reduce or eliminate the use of cleaning chemicals wherever possible.
- Where cleaning chemicals are necessary, confirm use with the Health & Safety Specialist to ensure they are environmentally preferable and minimize the impact on human health, animal life, and the environment.
- Adopt the [Florida Water Conservation Standards](#) for lawn and landscape water use
- Avoid outdoor water use between the hours of 10:00 a.m. and 4:00 p.m.

- Minimize watering of lawns and landscapes by limiting the number of watering days per week, and using stored rainwater
- Irrigate efficiently and only as necessary.
- Implement safety procedures for the following:
 - Handling and tracking of chemicals (fertilizers, weed control products, etc.)
 - Operation and maintenance of equipment
 - Establish a communications plan to inform building occupants of cleaning practices and chemical use.
- Personnel shall have completed all applicable health and safety training related to the services they provide and the products they use.
 - Comply with applicable OSHA requirements
 - Provide current documentation of training and certification for personnel.
- Maintain strict inventory control of all chemicals following governing regulations.

5.0 Training

The Campus Facilities Director and Facility Maintenance Managers will review and approve training content and requirements for all grounds staff including, but not limited to, the following topics:

- OSHA Training
- Proper equipment operation
- Basic equipment maintenance
- Lawn care, pruning, and other landscaping techniques

STANDARD OPERATING PROCEDURE # 01.004

Subject: Custodial Services

1.0 Purpose

To establish baseline requirements and define methodical tasks for routine cleaning services performed at College facilities, internal or outsourced, to provide a clean working environment and protect the health of campus occupants. Use cleaning procedures and practices in compliance with all applicable standards, including, but not limited to the following:

- [Maintenance and Operations Administrative Guidelines for School Districts and Community College, Chapter 5- Management of Custodial Programs](#)
- [Florida Department of Environmental Protection, Green Cleaning](#)

2.0 Roles and Responsibilities

Campus Facilities Director

The Campus Facilities Director (CFD) will oversee the management of all custodial activities for Florida State College at Jacksonville. Each campus/center Maintenance Site Manager has the onsite responsibility for carrying out the day-to-day custodial/plant services and responsibilities at their assigned campus.

3.0 Implementation

The scope of custodial services at Florida State College at Jacksonville facilities should include the adherence to established methods for cleaning and servicing occupied facilities based on, but not limited to, cleaning tasks specified in the [State Requirements for Educational Facility, Chapter 5, Existing Facilities](#).

To provide consistent services Collegewide, each campus/center should provide a standardized schedule or task list to plant service workers and contracted service providers.

A **Custodial Services Standard Task List** is included after this SOP as well as a **Maintenance Service Cleanliness Evaluation** that can be used for task analyses if needed.

4.0 Materials & Equipment

This section identifies high-level regulations, requirements, and categories related to materials

and equipment for providing cleaning services and shall not serve as an all-inclusive inventory. Government purchasers are encouraged to use this list to find potential green products that may meet their agency's needs [Florida Climate-Friendly Preferred Products List](#).

Cleaning services and products shall comply with all applicable health and safety requirements (e.g., OSHA).

Cleaning products that fall within the scope of this standard include, but are not limited to the following:

- General-purpose, bathroom, glass, carpet, and hard floor cleaners
- Sanitizers and disinfectants
- Specialized cleaners
- Disposable paper products and trash bags
- Hand soaps and cleaners
- Custodial Equipment (e.g., floor buffers, vacuums, carpet steam cleaners)

Cleaning chemicals in use at each campus shall require regular evaluation to identify opportunities to reduce or eliminate their use while still meeting the cleaning service requirements of the Facilities Department.

Universal Precautions for Custodial Services:

- Always wear protective gloves and never use gloves that have holes or tears.
- Always wash hands carefully after finishing a task and remove gloves. Never touch any other surface, ESPECIALLY your face, with contaminated gloves.
- Discard gloves after use.
- Treat all body fluid spills as if they are contaminated.
- Items that have been contaminated by body fluids should be discarded, if possible, by sealing them in leak-proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.

5.0 Training

The below training requirements are high-level and not all-inclusive. The Campus Facilities Director and the Occupational Health & Safety Specialist shall approve training content and requirements, and each campus Facility Manager shall oversee and ensure that all department custodial staff have the proper training.

Contracted services providers must provide proof of training, in compliance with the requirements under their specific contracts.

- An ongoing training program shall be in place for all FSCJ cleaning staff and cleaning service providers to ensure compliance with all cleaning-related requirements, procedures, processes, and products required by the College.
- Training shall include, but not be limited to, the use and safe handling of the appropriate cleaning products and equipment and the proper procedures and frequency for completing all cleaning tasks.
- In addition to the above training programs, cleaning service providers shall comply with any other training requirements their contracts require (e.g. training regarding use, proper ventilation, and product MSDSs).

6.0 Records Management

The Campus Facilities Director shall ensure the following record-keeping activities occur at all campuses. Unless otherwise directed, each campus Facility Maintenance Manager is responsible for tracking and collecting the following information on a case-by-case basis depending on the specific facility.

- Maintain a copy of their campus cleaning duty and schedule forms for a minimum of one year.
- Each campus Facility Maintenance Manager is responsible for creating a campus cleaning duty and schedule form for each campus facility. Conduct, at minimum, annual facility assessments of the appearance level and cleanliness of the facility to the extent required to meet all program certification requirements and to ensure that cleaning services meet the campus community's agreed-upon service level.
- Comply with all record-keeping requirements established by the Campus Facilities Director, the cleaning service provider's contract and FSCJ's requirement records management process.
- The Facility Maintenance Manager shall designate a cleaning services representative at their campus to collect and maintain the following:
 - A list of all approved cleaning products in addition to Safety Data Sheets (SDS) for all cleaning products.
 - Cleaning equipment maintenance logs, which shall include the equipment purchase date, purchasing entity, and details of repairs and preventive maintenance.
 - Inventory of cleaning equipment and sustainable criteria for all powered equipment.
 - Maintenance logs for all hard floor care, which include maintenance task, date, number of coats of finish applied, and length of time between stripping and refinishing activities.
- Cleaning service providers shall track the training of all their staff members to document staff attendance and to identify any gaps in the training program.

Custodial Services Standard Task List

RESTROOMS	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. Shall be swept daily. 2. Floors shall be mopped daily at a minimum with a germicidal bacteriostatic cleaner. 3. Floor drains shall be flushed daily with bacteriostatic cleaner used in above standard. 4. Floor drain strainers shall be replaced when broken or missing. 5. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations.
WALLS/WALL ACCESSORIES	<ol style="list-style-type: none"> 1. Walls shall be free of fingerprints, smudges, and graffiti. 2. Soap dispensers shall be functional, filled, and deposit free. 3. Paper towel holders shall be full and free of graffiti. 4. Toilet paper holders shall be full and maintained. 5. Mirrors shall be fingerprint and smudge free. 6. Partitions shall be washed daily. 7. Walls shall be graffiti free. Graffiti removed daily unless profanity or gang related and then it shall be removed immediately upon report.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs daily. 2. Replace burned out light bulbs within five (5) working days of report unless this condition is a safety hazard, then correction should be in one day. 3. Replace damaged ceiling tile and report to supervisor for source determination. 4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems. 5. Replace damaged light covers within five (5) working days unless this is a safety hazard and correction should be immediate. 6. Remove any litter or debris daily. 7. Return vents and discharge vents shall be dust free. Damaged or rusty vents shall be replaced within five (5) working days of discovery.
WINDOWS/WINDOW SILLS	<ol style="list-style-type: none"> 1. Windows shall be free of fingerprints and smudges. 2. Cobwebs removed daily. 3. Window sills shall be free of dust and debris. 4. All windows are to be closed and locked nightly, if applicable. 5. Broken or nonfunctioning hardware shall be reported immediately. If this causes a security problem to the facility then it shall be corrected immediately.
TRASH RECEPTACLES	<ol style="list-style-type: none"> 1. Receptacle shall be emptied daily and the liner replaced. 2. Receptacle shall be sanitized as needed. 3. Broken receptacles shall be removed from service and replaced immediately
SANITARY RECEPTACLES	<ol style="list-style-type: none"> 1. Shall be emptied and liners changed daily. 2. Receptacle shall be sanitized as needed.
DIAPER CHANGING TABLE	<ol style="list-style-type: none"> 1. Diaper changing tables should be cleaned with an EPA approved sanitizer.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Light covers shall be cleaned when light is reduced from debris or dirt (Minimum annually). 2. Floors shall be mopped as needed. 3. Floors shall be refinished as finish wears allowing damage to the floor covering. 4. Toilet/Urinal Bowl shall be cleaned using bowl cleaner. 5. Walls shall be washed as needed and as time permits (minimum semiannually). 6. Restrooms shall be monitored, by the Plant Service Worker staff, for cleanliness during student use through out the day. 7. Deodorizers shall not be used in toilet rooms.
LAVATORIES	<ol style="list-style-type: none"> 1. Bowl shall be free of soap scum. 2. Drains shall be free of hair and soap deposits. 3. Fixtures shall be cleaned and polished daily to remove water deposits. 4. Entire lavatory shall be wiped down daily with germicidal detergent.
URINALS	<ol style="list-style-type: none"> 1. Bowls shall be free of water deposits. 2. Water swirl holes shall be free of deposits to allow proper water circulation. 3. Fixtures shall be cleaned and polished daily to remove water deposits. 4. Entire urinal shall be wiped down daily with germicidal.
TOILETS	<ol style="list-style-type: none"> 1. Bowl shall be free of water deposits. 2. Water holes shall be free of deposits to allow proper water circulation. 3. Fixtures shall be cleaned and polished daily to remove water deposits. 4. Entire toilet (including base and both sides of seat) shall be wiped down daily with germicidal. 5. Toilet seat shall be maintained in a safe condition, including the safe mounting of toilet seat. 6. Toilet seats shall be free of any acidic bowl cleaner or other substance that is hazardous to occupants.

Custodial Services Standard Task List

CLASSROOMS	
FLOOR COVERINGS	1. Floor shall be free of all debris including corners.
	2. Carpeted floors shall be vacuumed daily.
	3. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated dust mop.
	4. Spots and gum on all floor coverings shall be removed upon discovery
	5. Floor moldings shall be maintained in a dust-free condition as needed.
	6. Vinyl and ceramic floors shall be wet mopped as needed. Spots and stains shall be removed daily.
	7. Vinyl floors shall be scrubbed and recoated as finish wears allowing damage to floor covering (as needed per Maintenance Supervisor).
	8. Vinyl floors shall have a burnishing program in place.
	9. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations.
	10. Walk-off mats shall be cleaned daily and free from sand and debris.
	11. Mats should be inspected and removed from service when tattered or torn causing trip or other type of hazards.
WALLS/WALL COVERINGS	1. Dust and remove all smudges and fingerprints.
	2. Wall coverings shall be dust free.
	3. Chalk trays shall be wiped down as needed.
	4. Whiteboards shall be maintained to meet the expectations of the instructional staff.
	5. Pencil sharpeners shall be emptied as needed.
	6. Any tape on walls shall be removed daily.
	7. Walls shall be inspected when cleaned for any peeling or chipped paint. Any walls needing repair shall be corrected.
	8. Maintenance Supervisor shall take measures to assure chipped or peeled paint is removed until such service is provided.
CEILINGS	1. Remove cobwebs daily.
	2. Replace burned out light bulbs within five (5) working days of report unless this condition is a safety hazard, then correction shall be in one working day.
	3. Replace damaged ceiling tile and report to Maintenance Supervisor for source determination.
	4. Water stained or spotted tiles shall be replaces as found to prevent mold and mildew problems.
	5. Replace damaged light covers immediately when discovered.
	6. Clean all light covers/globs when covers or globs reduce the amount of light needed for the area.
	7. Return vents and discharge vents shall be dust free.
	8. Damaged or rusty vents shall be repaired or replaced.
	9. Water/moisture damage tiles shall be changed out/replaced (not painted).
WINDOWS/WINDOW SILLS	1. Windows shall be free of fingerprints and smudges, tape, etc.
	2. Cobwebs removed daily.
	3. Window sills shall be free of dust and debris.
	4. All windows are to be closed and locked nightly if applicable.
	5. All broken or non-functioning hardware shall be replaced within five (5) working days of discovery unless this causes a security problem to the facility and then it shall be corrected immediately.
FURNITURE	1. All flat surfaces shall be dusted as needed.
	2. All classroom furnishings shall be free of graffiti, gum, and dust.
	3. Teacher desks shall be dusted weekly without disturbing instructional material.
	4. All secondary exits shall be kept free of obstructions and accessible.
TRASH RECEPTACLES	1. Emptied daily and replace liner when torn or dirty. Double-line trashcans on the grounds.
	2. Sanitize receptacle as needed when liner is used.
	3. Damaged or unusable trash receptacles shall be removed from service and replaced immediately.
PERIODIC CLEANING	1. Vinyl finishes shall be maintained.
	2. Carpet shall be extracted in its entirety, annually, unless causing environmental concerns.
	3. Light fixtures shall be cleaned when fixtures do not allow sufficient light. (Minimum annually)
	4. Gum removed from under furniture as discovered.
	5. Exterior windows shall be cleaned when windows do not allow sufficient light due to build up of dirt and debris.
	6. Window coverings shall be removed and cleaned as dirt and debris stops sufficient light due to build up of dirt and debris.
	7. Computers shall be maintained, clean, and dust free in accordance with manufacturers guidelines.
FIXTURES	1. Free of dust and graffiti.
	2. Telephones shall be cleaned with a disinfectant on a quarterly basis or as requested.

Custodial Services Standard Task List

GYMNASIUMS	
GYM FLOOR	<ol style="list-style-type: none"> 1. Floor shall be dust mopped as a minimum with manufacturers recommended dust inhibitor. 2. Spots and gum shall be removed daily. 3. During normal usage periods, damp mop weekly with neutral cleaner. 4. Floor should be scrubbed as needed.
GYM FLOOR - SURROUNDING AREA	<ol style="list-style-type: none"> 1. Dust mopped daily using dust inhibiting product. 2. Spots and gum shall be removed daily.
BLEACHERS	<ol style="list-style-type: none"> 1. Shall be maintained free of debris, dust, and gum. 2. Shall be free of graffiti. 3. Bench seating shall be cleaned monthly during off-season, before each event during season. 4. Damaged or missing seats shall be inspected and repaired before any use.
WALLS/WALL COVERINGS/DOORS	<ol style="list-style-type: none"> 1. Dust and remove all smudges and fingerprints from doors daily. 2. Wall coverings shall be dust free. 3. Chalk trays shall be wiped down as needed. 4. Whiteboards shall be maintained to meet the expectations of the instructional staff. 5. Pencil sharpeners shall be emptied as needed. 6. Doors shall be cleaned and free of graffiti daily. 7. Doors shall be checked weekly for efficient operation. 8. All secondary exits shall be clear and free of obstacles during occupancy.
WINDOWS/WINDOW SILLS	<ol style="list-style-type: none"> 1. Windows shall be free of fingerprints and smudges. 2. Cobwebs removed daily. 3. Windowsills shall be free of dust and debris. 4. All windows are to be closed and locked nightly. 5. All broken or nonfunctioning hardware shall be replaced within five (5) working days unless there is a security concern in which it shall be taken care of immediately.
TRASH RECEPTACLES	<ol style="list-style-type: none"> 1. Emptied daily and replace liner when torn or full. 2. Sanitize receptacle as needed.
FURNITURE	<ol style="list-style-type: none"> 1. All flat surfaces shall be dusted weekly or as needed and free of graffiti.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Vinyl finishes shall be maintained as finish wears causing damage to the floor covering. 2. Carpet shall be extracted in its entirety annually unless covering causes environmental concerns. 3. Gym floor finishes shall be maintained in a safe condition at all times. 4. Light fixtures shall be cleaned when fixtures do not allow sufficient light due to dirt and debris. 5. Gum removed from under furniture weekly. 6. Exterior windows shall be cleaned quarterly or when windows do not allow sufficient outside lighting. 7. Window coverings shall be removed and cleaned annually or as dirt and debris affects the desired outside lighting. 8. Replace burned out light bulbs as soon as possible of report unless this condition is a safety hazard, then correction within one working day.

Custodial Services Standard Task List

LOCKER ROOM - RESTROOMS	
FLOOR COVERINGS	1. Shall be swept daily.
	2. Floors shall be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
	3. Floor drains shall be flushed with bacteriostatic cleaner used in above standard.
	4. Floors shall be scrubbed with an auto scrubber or a low speed scrubber twice weekly.
	5. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations.
	6. Floors shall be free of mold and mildew in tile grout.
WALLS/WALL ACCESSORIES	1. Walls shall be free of fingerprints, smudges, and graffiti.
	2. Soap dispensers shall be functional, filled, and deposit free.
	3. Paper towel holders shall be full and free of graffiti.
	4. Toilet paper holders shall be full and maintained.
	5. Mirrors shall be fingerprint and smudge free.
	6. Walls & partitions shall be washed daily.
	7. Walls shall be graffiti free. Graffiti removed daily unless profanity or gang related and then it shall be removed immediately upon report.
CEILINGS	1. Remove cobwebs daily.
	2. Replace burned out light bulbs within five (5) working days of report unless this condition is a safety hazard, then correction should be in one day.
	3. Replace damaged ceiling tile and report to Site Manager/Site Assistant SuperPSWs for source determination.
	4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems.
	5. Replace damaged light covers within five (5) working days unless this is a safety hazard and correction should be immediate.
	6. Return vents and discharge vents shall be dust free. Damaged or rusty vents shall be replaced within five (5) working days of discovery.
WINDOWS/WINDOW SILLS	1. Windows shall be free of fingerprints and smudges.
	2. Cobwebs removed daily.
	3. Window sills shall be free of dust and debris.
	4. All windows are to be closed and locked nightly, if applicable.
	5. Broken/nonfunctioning hardware shall be reported immediately. If this causes a security problem to the facility then it shall be corrected immediately.
TRASH RECEPTACLES	1. Receptacle shall be emptied daily and the liner replaced.
	2. Receptacle shall be sanitized as needed.
	3. Broken receptacles shall be removed from service and replaced immediately
SANITARY RECEPTACLES	1. Shall be emptied and liners changed daily.
	2. Receptacle shall be sanitized as needed.
PERIODIC CLEANING	1. Light covers shall be cleaned when debris and dirt do not allow sufficient illumination.
	2. Floors shall be mopped daily.
	3. Floors shall be refinished as finish wears causing damage to floor covering.
	4. Toilet/urinal Bowls shall be cleaned daily using bowl cleaner.
	5. Walls shall be washed as needed.
	6. Exterior windows shall be washed as needed.
LAVATORIES	1. Bowl shall be free of soap scum.
	2. Drains shall be free of hair and soap deposits.
	3. Fixtures shall be cleaned and polished daily to remove water deposits.
	4. Entire lavatory shall be wiped down daily with germicidal detergent.
	5. Showerheads shall be operational and mildew free.
URINALS	1. Bowls shall be free of water deposits.
	2. Water swirl holes shall be free of deposits to allow proper water circulation.
	3. Fixtures shall be cleaned and polished daily to remove water deposits.
	4. Entire urinal shall be wiped down daily with germicidal.
TOILETS	1. Bowl shall be free of water deposits.
	2. Water holes shall be free of deposits to allow proper water circulation.
	3. Fixtures shall be cleaned and polished daily to remove water deposits.
	4. Entire toilet (including base and both sides of seat) shall be wiped down daily with germicidal.
	5. Toilet seat shall be maintained in a safe condition, including the safe mounting of toilet seat.

Custodial Services Standard Task List

LOCKER ROOM - LOCKER AREA	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. Shall be swept daily. 2. Floors shall be mopped daily at a minimum with a germicidal bacteriostatic cleaner. 3. Floor drains shall be flushed with bacteriostatic cleaner used in above standard. 4. Floors shall be scrubbed with an auto scrubber or a low speed scrubber twice weekly. 5. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations. 6. Floors shall be free of mold and mildew in tile grout.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs weekly. 2. Replace burned out light bulbs within five (5) working days unless this creates a safety hazard and repair within one working day. 3. Replace/report damaged light covers immediately when discovered. 4. Remove any litter or debris daily. 5. Replace/report damaged ceiling tile and report to Maintenance Supervisor for source determination. 6. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems. 7. Clean all light covers/globs when globs or covers reduce the amount of light needed for the area due to debris or dust. 8. Return vents and discharge vents shall be dust free. Damaged or rust vents shall be replaced within five (5) working days.
LOCKERS	<ol style="list-style-type: none"> 1. Shall be free of dust and debris daily. 2. Lockers shall be free of graffiti. 3. Lockers shall be maintained in a safe operational condition at all times. 4. Interior and exterior of lockers shall be cleaned at least annually or when they become environmental concerns
BLEACHERS	<ol style="list-style-type: none"> 1. Shall be free of graffiti 2. Shall be wiped down daily with a germicidal bacteriostatic cleaner (or product safe for the campus).
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Light covers shall be cleaned semiannually or when debris or dirt reduces the amount of lighting needed to safely illuminate the room. 2. Floors shall be scrubbed. 3. Floors shall be refinished as finish wears allowing damage to the floor covering. 4. Toilet/urinal bowls shall be cleaned using bowl cleaner daily. 5. Walls shall be washed in their entirety daily. 6. Exterior windows shall be semiannually or when dirt and debris cause insufficient outdoor lighting. 7. Interior of lockers shall be washed annually or as they become unused.
SHOWER AREAS	<ol style="list-style-type: none"> 1. Walls shall be free of soap film 2. Floors shall be free of mold and mildew in tile grout. 3. Showerheads shall be operational and mildew free. 4. Fixtures shall be cleaned and polished daily. 5. Floor drains shall be in place and free of debris. 6. Floors shall be mopped daily with germicidal bacteriostatic cleaner (or product safe for the campus). 7. Floors shall be free of mold and mildew in tile grout.

Custodial Services Standard Task List

ADMINISTRATIVE OFFICES/LIBRARY/AUDITORIUMS	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. The floor shall be free of all debris including corners. 2. Carpeted floors shall be vacuumed daily. 3. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated dust mop. 4. Spots and gum on all floor coverings shall be removed upon discovery during daily cleaning. 5. Floor moldings shall be maintained in a dust free condition. 6. Vinyl and ceramic floors shall be mopped daily.
WALLS/WALL COVERINGS	<ol style="list-style-type: none"> 1. Dust and remove all smudges and fingerprints daily. 2. Wall coverings shall be dust free. 3. Pencil sharpeners shall be emptied as needed. 4. Graffiti shall be removed daily unless it is obscenity or gang related. It shall then be removed as discovered.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs daily. 2. Replace burned out light bulbs within five (5) working days unless this creates a safety hazard in which they shall be replaced immediately. 3. Replace damaged ceiling tile and report to supervisor for source determination. 4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems. 5. Replace damaged light covered as discovered. 6. Clean all light covers/globes when covers or globes reduce the amount of light necessary for the area. 7. Return vents and discharge vents shall be dust free. 8. Damaged or rusty vents shall be replaced within five (5) working days.
WINDOWS/WINDOW SILLS	<ol style="list-style-type: none"> 1. Windows shall be free of fingerprints and smudges. 2. Cobwebs removed daily. 3. Window sills shall be free of dust and debris. 4. All windows are to be closed and locked nightly. 5. Broken/nonfunctional hardware shall be replaced within five (5) working days unless this creates a security problem. The repair shall be made in one working day in this situation.
FURNITURE	<ol style="list-style-type: none"> 1. All flat surfaces shall be dusted weekly or as needed. 2. Administrative desks shall be dusted weekly or as needed without disturbing administrative materials. 3. Bookshelves/Counter tops shall be wiped down weekly or as needed. 4. Book shelving shall be dusted weekly or as needed.
TRASH RECEPTACLES	<ol style="list-style-type: none"> 1. Emptied daily and replace the liner when torn or dirty. 2. Sanitize receptacle as needed.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Vinyl finishes shall be maintained as finish wears allowing damage to the floor covering. 2. Carpet shall be extracted monthly in its entirety unless said carpet is an environmental concern. 3. Light fixtures shall be cleaned when dirt and debris cause the fixtures to not allow sufficient lighting. 4. Remove gum from under furniture daily. 5. Exterior windows shall be cleaned quarterly or when dirt and debris does not allow sufficient outside lighting. 6. Window coverings shall be removed and cleaned semiannually or as dirt and debris cause insufficient outside lighting. 7. Computers shall be cleaned as needed according to manufactures specifications.
TELEPHONES	<ol style="list-style-type: none"> 1. Handsets shall be wiped down as needed or requested with germicidal cleaner. 2. Telephone stations should be free of graffiti, gum, etc.

Custodial Services Standard Task List

SCIENCE LABORATORIES	
FLOOR COVERINGS	1. The floor shall be free of all debris including corners.
	2. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated dust mop.
	3. Spots and gum on all floor coverings shall be removed upon discovery.
	4. Floor moldings shall be maintained in a dust free condition.
	5. Vinyl floors shall be mopped daily. Spots, spills, and stains removed daily.
	6. Ceramic tile shall be swept daily and cleaned according to the manufactures recommendations.
	7. Concrete floors shall be swept daily.
	8. Foreign material shall be removed daily.
WALLS/WALL COVERINGS	1. Dust and remove all smudges and fingerprints daily.
	2. Wall coverings shall be dust free.
	3. Chalk trays shall be wiped down as needed.
	4. Whiteboards shall be maintained to meet the expectations of the instructional staff.
	5. Pencil sharpeners shall be emptied as needed.
	6. Paper towel dispensers shall be cleaned and replenished daily.
	7. Graffiti shall be removed daily unless profanity, obscene, or gang related shall be removed immediately.
CEILINGS	1. Remove cobwebs daily.
	2. Replace burned out light bulbs within five (5) working days unless this created a safety hazard and then repair shall be within one working day.
	3. Replace damaged ceiling tile and report to Maintenance Supervisor(s) for source determination.
	4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems.
	5. Replace damaged light covers immediately as discovered.
	6. Clean all light covers/globes of dirt and debris that reduce the amount of light needed for the area.
	7. Return vents and discharge vents shall be dust free. Damaged or rusted vents shall be replaced/reported within five (5) working days.
WINDOWS/WINDOW SILLS	1. Windows shall be free of fingerprints and smudges.
	2. Remove cobwebs daily.
	3. Window sills shall be free of dust and debris
	4. All windows are to be closed and locked nightly.
	5. Broken/nonfunctioning hardware shall be replaced within five (5) working days unless there is a security problem, then repairs shall be in one working day.
FURNITURE	1. All flat surfaces shall be dusted weekly.
	2. All classroom furnishings shall be free of graffiti.
	3. Book shelving shall be dusted weekly as needed.
	4. Teacher desks shall be dusted weekly without disturbing instructional material.
	5. Unsecured lockers shall be free of debris and litter.
TRASH RECEPTACLES	1. Emptied daily and replace liner when torn or dirty.
	2. Sanitize receptacle as needed.
	3. Broken or unsightly receptacles shall be removed from service immediately and replaced.
LAVATORIES	1. Bowl shall be free of soap scum
	2. Drains shall be free of hair and soap deposits.
	3. Fixtures shall be cleaned and polished daily to remove water deposits.
	4. Entire lavatory shall be wiped daily.
	5. Chemical lavatories shall be free of debris and wiped down daily.
	6. Plumbing fixtures shall be cleaned daily.
PERIODIC CLEANING	1. Vinyl finishes shall be maintained as finish wears allowing damage to the floor covering.
	2. Carpet shall be extracted annually, or becomes an environmental issue, in its entirety.
	3. Light fixtures shall be cleaned semiannually or as dirt and debris reduces the amount of light necessary for the area.
	4. Remove gum from under furniture as discovered.
	5. Exterior windows shall be cleaned when dirt and debris reduce the amount of necessary outside light.
	6. Window coverings shall be removed and cleaned when dirt and debris reduce the amount of necessary outside light.
	7. Broken glass receptacles shall be emptied daily.
	8. For schools with exhaust hoods, hoods shall be inspected and cleaned semi-annually.
	9. Computers shall be cleaned by the IT Department.

Custodial Services Standard Task List

CLINIC ROOMS	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. The floor shall be free of all debris including corners. 2. Carpeted floors shall be vacuumed daily. 3. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated dust mop. 4. Spots and gum on all floors shall be removed upon discovery. 5. Floor moldings shall be maintained in a dust free condition. 6. Vinyl floors shall be mopped daily with germicidal. 7. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations.
WALLS/WALL COVERINGS	<ol style="list-style-type: none"> 1. Dust and remove all smudges and fingerprints. 2. Wall coverings shall be dust free. 3. Graffiti shall be removed daily unless it is obscene, profane, or gang related in which it shall be removed when discovered.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs daily. 2. Replace burned out light bulbs within five (5) working days unless it creates a safety hazard in which it shall be replaced in one working day. 3. Replace damaged ceiling tiles and report to Maintenance Supervisor. 4. Water stained or spotted tiles shall be replaces as found to prevent mold and mildew problems. 5. Replace damaged light covers as discovered. 6. Clean all light covers/globes when covers or globes reduce the amount of light necessary for the area (Minimum semi-annually). 7. Return vents and discharge vents shall be dust free. Damaged or rusted vents shall be replaced within five (5) working days.
WINDOWS/WINDOW SILLS	<ol style="list-style-type: none"> 1. Windows shall be free of fingerprints and smudges. 2. Remove cobwebs daily. 3. Windowsills shall be free of dust and debris. 4. All windows shall be closed and locked nightly. 5. Broken/nonfunctioning hardware shall be replaced within five (5) working days unless this creates a security threat in which it shall be replaced in one working day.
FURNITURE	<ol style="list-style-type: none"> 1. All flat surfaces shall be dusted weekly or as needed. 2. All furniture in contact with patients will be wiped down daily with germicidal.
TRASH RECEPTACLES	<ol style="list-style-type: none"> 1. Emptied daily and replaces liner when torn or dirty. 2. Full Sharps containers shall be removed and stored for pick-up in a biohazard-designated area. 3. Full infectious waste containers shall be removed and stored for pick-up in a biohazard-designated area.
LAVATORIES	<ol style="list-style-type: none"> 1. Bowl shall be free of soap scum. 2. Drains shall be free of hair and soap deposits. 3. Fixtures shall be cleaned and polished daily to remove water deposits. 4. Entire lavatory shall be wiped down daily with germicidal. 5. Plumbing fixtures shall be cleaned daily.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Carpet shall be extracted semiannually unless there are environmental concerns. 2. Vinyl finishes shall be maintained as finish wears, damaging floor covering. 3. Light fixtures shall be cleaned when dirt and debris restrict the amount of light necessary in the area. 4. Remove gum from the furniture as discovered. 5. Exterior windows shall be cleaned when dirt and debris restrict the amount of light necessary in the area. 6. Window coverings shall be removed and cleaned when dirt and debris restrict sufficient light from the area. 7. Floors shall be scrubbed weekly in treatment rooms using germicidal detergent.

Custodial Services Standard Task List

CAFETERIA	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. The floor shall be free of all debris including corners 2. Carpeted floors shall be vacuumed daily. 3. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated dust mop. 4. Spots, stains, and gum on all floor coverings shall be removed upon discovery. 5. Floor moldings shall be maintained in a dust free condition. 6. Vinyl and ceramic floors shall be mopped daily with a germicidal cleaner. 7. Vinyl floors shall have a burnishing program in place. 8. Walk-off mats shall be cleaned daily and free from sand and debris. Mats should be inspected and removed immediately from service when tattered or worn, causing trip or other hazard types.
WALLS/WALL COVERINGS	<ol style="list-style-type: none"> 1. Dust and remove all smudges, fingerprints, and other foreign debris. 2. Wall coverings shall be dust free. 3. Graffiti shall be removed daily except for profanity, obscenity, or gang related material, which shall be removed upon discovery.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs daily. 2. Replace burned out light bulbs/tubes within one working day unless this creates a safety hazard, where it shall be corrected as soon as possible. 3. Replace damaged ceiling tile and report to Maintenance Supervisor for source determination. 4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems. 5. Replace damaged light covers immediately when discovered. 6. Return vents and discharge vents shall be dust free. Damaged or rusted vents shall be replaced within five (5) working days. 7. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area.
KITCHEN FLOOR/HOOD	<ol style="list-style-type: none"> 1. Floors shall be cleaned daily. 2. Kitchen hood filters shall be removed for cleaning and replaced as per maintenance schedule/Contracted Services shall clean hoods semi-annually.
FURNITURE	<ol style="list-style-type: none"> 1. All tabletops shall be washed daily, and maintained through out the day. 2. Placement to align with floor plan.
TRASH RECEPTACLES	<ol style="list-style-type: none"> 1. Emptied through out the lunch period and replace liners. 2. Sanitize receptacles as needed. 3. Receptacles that are broken or unsightly shall be removed from service and replaced immediately.
LAVATORIES	<ol style="list-style-type: none"> 1. Bowl shall be free of soap scum 2. Drains shall be free of hair and soap deposits. 3. Fixtures shall be cleaned and polished daily to remove water deposits. 4. Entire lavatory shall be wiped down daily with germicidal daily.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Vinyl floors shall be maintained daily. 2. Light fixtures shall be cleaned semiannually or when dirt and debris reduce the amount of light necessary for that area. 3. Remove gum from under furniture as discovered. 4. All folding tables shall be inspected quarterly for defects. 5. Replace immediately any leaking garbage receptacles that may cause a slip or fall. 6. Walk-in coolers and freezer's interior surfaces should be kept clean and sanitary.

Custodial Services Standard Task List

CORRIDORS	
FLOOR COVERINGS	1. The floor shall be free of debris including corners.
	2. Carpeted floors shall be vacuumed at least once per day.
	3. Vinyl and ceramic floors shall be dust mopped daily with a dust inhibitor treated mop.
	4. Spots and gum on the floor covering shall be removed upon discovery.
	5. Floor moldings shall be maintained in a dust free condition.
	6. Sweep/vacuum interior stairways daily.
	7. Vinyl floors shall be mopped daily with germicidal.
	8. Ceramic tile shall be swept daily and cleaned according to manufactures recommendations.
WALLS/WALL COVERINGS TROPHY CASES FIXTURES	1. Dust and remove all fingerprints and smudges.
	2. Wall coverings and lockers shall be dust free.
	3. Trophy case glass shall be free of smudges, streaks, and dust.
	4. Graffiti shall be removed daily. Profanity, obscenity, and gang related material shall be removed upon discovery.
CEILINGS	1. Remove cobwebs daily.
	2. Replace burned out light bulbs/tubes within a timely manner unless this causes a safety concern in which it shall be corrected within one working day.
	3. Replace damaged ceiling tile and report to Maintenance Supervisor for source determination.
	4. Water stained or spotted tiles shall be replaced as found to prevent mold and mildew problems.
	5. Replace damaged light covers as discovered.
	6. Return vents and discharge vents shall be dust free. Damaged or rusted vents shall be replaced within five (5) working days.
	7. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area.
FURNITURE	1. All flat surfaces shall be dusted weekly or as needed.
	2. Placement to align with floor plan.
DRINKING FOUNTAINS	1. Drinking fountains shall be free of water deposits, streaks, and dust.
	2. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
	3. The mouthpiece, basin, and exterior shall be sanitized daily.
	4. Fountains shall be operational, no drainage problem, and water flow shall be adequate.
PERIODIC CLEANING	1. Vinyl finishes shall be maintained daily.
	2. Carpet shall be extracted in its entirety, annually, unless there are environmental concerns.
	3. Light fixtures shall be cleaned semiannually or when dirt and debris restrict the amount of light needed for the area.
	4. Gum shall be removed from under furniture as discovered.
	5. Exterior windows shall be cleaned annually or semiannually if time permits.
	6. Window coverings shall be removed and cleaned when dirt and debris restrict the amount of outside light necessary for the area.

Custodial Services Standard Task List

ENTRANCES	
FLOOR COVERINGS	<ol style="list-style-type: none"> 1. Sweep outside entrance ramp to main sidewalk or driveway as needed. 2. Vacuum sweep mats daily. 3. Pick up dirt, trash, and leaves as needed.
DOORS	<ol style="list-style-type: none"> 1. Both sides of door glass shall be free of tape, smudges, and fingerprints.
CEILINGS	<ol style="list-style-type: none"> 1. Remove cobwebs daily. 2. Replace burned out entrance lamps and exit lamps within five (5) working days unless it creates a safety hazard; it shall then be corrected within one working day.
PERIODIC CLEANING	<ol style="list-style-type: none"> 1. Sweep exterior stairways weekly. 2. Wash light fixtures semiannually or when dirt and debris affect the amount of light necessary in the area. 3. Clean vents and louvers monthly. 4. Carpet-type mats shall be water extracted as needed.

Custodial Services Standard Task List

EXTERIOR	
FACILITIES	1. Eves shall be kept free of cobwebs and other debris.
	2. Exterior windows shall be cleaned annually or semiannually if time permits.
	3. Replace burned out exterior lighting weekly except for security purposes that are replaced immediately.
	4. Do not create a harborage for pest and rodents by having an accumulation of debris. This should be disposed of immediately.
	5. Custodial closets and storage areas should be kept in a safe, secure and orderly condition always.
	6. Custodial supplies should have appropriate shelving for proper storage of materials and should not be stored in mechanical and electrical rooms.
	7. Custodial equipment should be kept safe, serviceable and in good repair.
	8. Wastewater from cleaning operations should be disposed of through the building sewer system.
MAINTENANCE ROOMS	1. The floor shall be free of debris including corners.
	2. Trash receptacles shall be emptied daily.
	3. Remove cobwebs weekly.
	4. Replace burned out lamps when discovered.
MAINTENANCE STORAGE AREAS	1. Shall be maintained neat, clean, and orderly.
	2. Supplies shall be stored appropriately.
	3. Equipment shall be stored, and maintained in a clean, safe, and functional state of repair.
	4. All chemical containers shall be labeled in accordance with Federal, State, and Local requirements.
	5. Storage of fluorescent bulbs for hazardous waste pick-up shall be neat and orderly.
	6. Bulbs shall be crushed and properly stored and the company called for removal. Action shall be logged for tracking time.
FURNITURE	1. All flat surfaces shall be cleaned weekly or as needed.
	2. Placement to align with floor plan.

FIRE EXTINGUISHER INSPECTIONS (INFO ONLY)

Fire extinguishers shall be inspected monthly with the person performing the inspection initialing and dating the tag provided. Listed below are guidelines you are to follow when performing inspections and updating tags:

1. Ensure extinguisher is readily visible and mounted properly to wall surface.
2. Check site gauge, making sure it is in the green (good), to ensure pull seal is intact and pull pin is present.
3. Inspect extinguisher body and hose for missing or broken parts (Sight glass, loosened or cracked hose, etc.).
4. Check contractor inspection sticker. Is it up to date? The tag is good for one year from the month and year punched on sticker.

If any of the above items are found deficient during your inspections, contact vendor or Environmental Specialist immediately for a replacement extinguisher.

Inspection Tags

1. Remove old tag. It is only necessary to keep current year's tag on extinguisher.
2. Attach new tag to extinguisher with a rubber band making sure not to cover up sight gauge.
3. Fill out tag using a fine point permanent marker (Sharpie) only. A hole-punch or any other type of marker, pencil, etc. Shall not be used.
4. The following information is required on the tag next to the month inspected – The exact date of inspection (12, 25, etc.) and the initials of the person performing the inspection. Please write legibly.

EXAMPLE OF AN EVALUATION FORM THAT CAN BE USED FOR TASK ANALYSIS

Maintenance Service Cleanliness Evaluation

Your room/area was **PROFESSIONALLY** cleaned today/ last night by_____.

Please take the time to inspect your room, workstation, and restroom areas for cleanliness. I would appreciate any comments or recommendations that you make.

- Trash receptacles empty and cleaned? _____
- Workstation (desk) dusted? _____
- Shelves cleaned and dusted? _____
- File cabinets dusted? _____
- Carpet vacuumed? _____
- Stains removed? _____
- Floor has luster? _____
- Floor cleaned? _____
- Restrooms cleaned and stocked? _____
- Baseboards cleaned? _____
- Windows cleaned? _____
- Ledges cleaned and dusted? _____

- Comments: _____

EXAMPLE OF AN EVALUATION FORM THAT CAN BE USED FOR TASK ANALYSIS

ROOM NUMBERS	CLASSROOM	RESTROOM	CORRIDOR	ADMINISTRATION
AREA OF CONCERN	*S A COMMENTS	*S A COMMENTS	*S A COMMENTS	*S A COMMENTS
BASEBOARDS				
BOOKSHELVES				
BLACKBOARDS				
CABINETS				
CEILING				
CHAIRS				
CLOCK				
COMPUTER				
CORNERS				
DESK				
DISPENSER				
DOORS				
DRAINS				
EMER. LIGHT				
EXHAUST FAN				
EXIT LIGHTS				
FILE CABINET				
FIRE EXT.				
FIXTURES				
FLOOR MATS				
FLOORS				
FOUNTAIN				
LEDGES				
LIGHTS				
LOCKERS				
PANIC HW				
PHONES				
SHARPENER				
SINKS				
TABLES				
TOILETS				
URINALS				
VENTS				
WALLS				
WASTE CAN				
WINDOWS				

*S = SATISFACTORY

*A = ATTENTION REQUIRED

CHECK ALL THAT APPLY

EXAMPLE OF AN EVALUATION FORM THAT CAN BE USED FOR TASK ANALYSIS

ROOM NUMBERS	MEDIA CENTER	GYM	LOCKER ROOM
AREA OF CONCERN	*S A COMMENTS	*S A COMMENTS	*S A COMMENTS
BASEBOARDS			
BOOKSHELVES			
BLACK BOARDS			
CABINETS			
CEILING			
CHAIRS			
CLOCK			
COMPUTER			
CORNERS			
DESK			
DISPENSER			
DOORS			
DRAINS			
EMER. LIGHT			
EXHAUST FAN			
EXIT LIGHTS			
FILE CABINET			
FIRE EXT.			
FIXTURES			
FLOOR MATS			
FLOORS			
FOUNTAIN			
LEDGES			
LIGHTS			
LOCKERS			
PANIC HW			
PHONES			
SHARPENER			
SINKS			
TABLES			
TOILETS			
URINALS			
VENTS			
WALLS			
WASTE CAN			
WINDOWS			

*S = SATISFACTORY

*A = ATTENTION REQUIRED

CHECK ALL THAT APPLY

STANDARD OPERATING PROCEDURE # 01.005

Subject: Fleet Management

1.0 Purpose

To establish guidelines to ensure that all equipment and vehicles owned/leased and utilized by the College are dependable, properly maintained, and safe to operate per [FSCJ APM 06-0603](#).

2.0 Roles and Responsibilities

The Downtown Campus Facilities Director (CFD) and his designee have been delegated the authority to oversee Fleet Management for the College.

3.0 Implementation

Vehicle Acquisition/Registration

Per [FSCJ APM 06-1002](#), upon receipt of a newly acquired or leased College vehicle the Downtown Campus CFD or designee ensures that the vehicle is inspected and prepared to be transferred to the appropriate custodian. The CFD or designee also ensures that the registration of the vehicle is processed indicating a special designated tag and a title in the name of the District Board of Trustees.

When a new vehicle is acquired, title information is completed at the Department of Motor Vehicles (DMV), and all required paperwork is presented for processing the title and registration. The DMV sends new titles and registration to Downtown Campus Facilities where the original documentation is maintained.

The Downtown Campus CFD or designee initially inspects the vehicle, assigns a vehicle number for tracking, and applies a numbered decal to the vehicle. The CFD can transfer the vehicle to the custodian with a copy of the registration and College paperwork needed for proper operation of the vehicle.

Vehicle Maintenance

To avoid excessive repair charges, keep equipment in operating condition, and increase the life expectancy of vehicles, preventive maintenance shall be applied to all College vehicles. Vehicle custodians are responsible for the upkeep and condition of vehicles assigned to their area of

responsibility. Vehicle preventive maintenance will be practiced daily including an inspection each day before being driven only by authorized employees as defined in [APM 06-1005](#).

At the start of every trip, the driver will conduct a safety check. This inspection should include but not be limited to:

Tires	Do they need air? Repair/replacement?
Gasoline	Adequate amount?
Oil	Adequate amount?
Water	Adequate amount?
Windshield	Clean? Wipers functional?
Cleanliness	Clean inside & out?

Any deficiencies should be corrected or reported before leaving the area. Authorized drivers should notate issue corrections on the vehicle mileage log located in the vehicle. The Downtown Campus CFD designee will enter an annotation regarding the correction in the automotive database.

When mechanical problems are found that can't be fixed by maintenance personnel, the CFD should be notified for the next steps of getting the vehicle in operating condition again.

Vehicles will be maintained following all warranty requirements and/or as stipulated in the Owner's Manual for each vehicle.

4.0 Materials & Equipment

A vehicle mileage log shall be kept in each College vehicle and should be turned in to the Downtown Campus CFD designee each month, ensuring to note any minor discrepancies with the vehicle.

Information and best practices on vehicle trip/mileage logs:

- Odometer readings:
 - Notated at departure from and return to the College.
 - Required at the end of each working day when a vehicle is assigned 'by the day' to a tradesman, mail delivery, or other activity requiring a variety of trips on and between campuses.
 - To be recorded to the nearest tenth of a mile.
- Any dents or other damage on the vehicle shall be noted on the log before departure.
- Gasoline or oil added to vehicles shall be recorded on the log.
- After a trip, any mechanical problems or vehicle damage shall be recorded on the log, and the driver shall inform the vehicle custodian of the problem when the key is returned.
- Vehicle custodians are to review the log sheets each month for completeness and accuracy.
- The Downtown Campus CFD is responsible for maintaining the log records through a

subordinate assigned as custodian of vehicle records.

- The vehicle log form is to be signed by the vehicle custodian and forwarded to the custodian of vehicle records on the Downtown Campus each month.
- Vehicle logs shall be kept for the duration of vehicle ownership or lease, plus (one) 1 anniversary year.

5.0 Regulatory Compliance

All drivers of College-owned and leased vehicles must have a valid license and will need prior approval from the supervisor and respective CFD to operate a vehicle. They will be required to sign a Vehicle Use Agreement and provide a driving history report. No one may drive a College vehicle unless approved as an authorized driver by one of the following: Appropriate CFD, the Executive Director of Campus Operations, the AVP of Facilities Management, or the Executive Director of Risk Management.

Authorized drivers operating College vehicles shall do so in compliance with applicable motor vehicle laws and local ordinances. They shall also abide by all FSCJ rules and regulations established by [APM 06-1005, OPERATION OF COLLEGE VEHICLES](#).

An insurance identification card naming the current carrier will be kept in the vehicle.

6.0 Training

Vehicle Safety

7.0 Communication

If a College-owned or leased vehicle breaks down while being used, the driver should attempt to get the vehicle safely off the road. The driver should immediately contact the Downtown Campus CFD or designee.

In the event of an accident, the driver should take all reasonable steps to protect the vehicle from further damage and should keep a record of any personal expenses incurred in doing so. Any accident, damage to the vehicle, or theft of the vehicle should, upon becoming known to the driver, be reported to and investigated by a police officer with local jurisdiction. Follow [FSCJ APM 06-1005](#)

Any incidents should be noted on the vehicle mileage log and reported to Downtown Campus CFD and the designee.

8.0 Records Management

The Downtown Campus CFD designee is responsible for the upkeep of all documentation required for College vehicle operations.

Typical vehicle maintenance records include:

- Maintenance file folders for each vehicle
- Vehicle service stickers and inspections
- Gas and oil expense records
- Maintenance summary reports
- Expense receipt records
- Service repair orders and work completion records
- Safety inspection report forms
- Vehicle mileage logs
- Insurance information

STANDARD OPERATING PROCEDURE # 01.006

Subject: Routine Maintenance

1.0 Purpose

To establish minimum requirements for carrying out routine, day-to-day maintenance upkeep of facilities, systems, and equipment. It also includes minor repairs, servicing, improvement, and responding to unplanned work order requests at all Florida State College at Jacksonville campuses and centers.

All routine maintenance services should reflect the actual systems and equipment at the facility and the specific needs of the specific campus; therefore, only high-level and summary requirements are included within this document. The actual scope of services will be determined by each Campus Facility Director or designee.

Goals of the Routine Maintenance procedure (SOP):

- Maintain a safe, healthy, and comfortable environment for occupants.
- Maintain, or restore each campus and all related elements to ensure they serve their intended purpose.
- Provide a timely and effective response to work order requests.
- Maximize the productive lifespan of the grounds, buildings, and equipment.
- Maximize building efficiency.
- Lower overall operating costs.
- Protect Florida State College at Jacksonville's capital investments.
- Environmental Sustainability.

2.0 Roles and Responsibilities

Campus Facilities Directors

The Campus Facilities Directors or assigned designee will oversee the management of all routine maintenance activities for Florida State College at Jacksonville.

Facilities Maintenance Managers & Supervisors

Each Facility Manager/Supervisor shall ensure implementation of this SOP and its requirements at their assigned campus.

- Develop and implement a Routine Maintenance Plan (RMP) for the respective campus.
- Review, revise, and adjust the RMP either as conditions warrant, or annually at a minimum.

- Collect and prioritize work order requests.
- Create daily and weekly maintenance plans to coordinate activities and priorities of all maintenance staff and contracted service providers.
- Track routine maintenance activities in the Facilities Department (CMMS) database program.
- Work with the Campus Facilities Director to contract for routine maintenance services with a contracted service provider when needed.
- Ensure all contracted service providers have the appropriate licensing and certifications.
 - This check should be made periodically due to staff changes that might happen within the contract period.
- Ensure that all routine maintenance performed at each campus complies with the appropriate college, state, and federal rules and regulations.

Campus Community

Submit work order requests using the Florida State College at Jacksonville’s “Building Maintenance Request,” which is the established College notification and computerized maintenance management (CMMS) request system.

3.0 Implementation

The scope of services included within the ‘Routine Maintenance’ includes, but is not limited to the following:

- Reactive Maintenance
- Emergency Maintenance
- Cyclical/Programmed Maintenance
- Custodial Maintenance
- Landscape Maintenance

Routine maintenance tasks and typically in response to HVAC, plumbing, electrical, finisher, carpentry, etc.

4.0 Routine Maintenance Plan (RMP)

A Routine Maintenance Plan (RMP) is a suggested tool to help identify the activities and processes involved in providing routine maintenance services specific to the needs of each campus and its campus community.

Most **scheduled/planned** routine activities will revolve around grounds and custodial services. Although routine maintenance includes unplanned, supportive, reactive, and emergency requests, they are responded to on an individual basis unless the request has a priority/schedule that allows it to be placed on the RMP.

Development - Routine Maintenance Plan

- Develop a **Routine Maintenance Activities List** to identify the campus-specific routine maintenance activities and recommended frequency.
- Determine appropriate staffing for each activity
 - List of on-site maintenance staff and contracted service providers
 - Tasks the staff can perform
 - Contract tasks
 - Schedules
 - Training and certification needs
- Consider equipment list and parts inventory for some activities
- Determine the frequency of each activity with their related tasks
- Identify any maintenance requests/Work Orders with a priority that will allow it to be placed on the RMP.
- Create a maintenance request/work order for each activity with its associated tasks from the RMP and the List of Maintenance Activities.
- Track work with the CMMS work order system.

Annual Facility Permit

All routine maintenance services at Florida State College at Jacksonville must be performed under the Annual Facility Permit approved by the Building Official or a project-specific permit. Refer to the **Annual Facility Permit SOP # 03.001**, for further information.

4.0 Materials & Equipment

Sustainable methods and applications shall be employed whenever possible for all products within the scope of this SOP, following Facilities Department guidelines.

- Products shall conform to all Federal, State, and local standards for quality and safety requirements.
- The Facility Manager and contracted service professionals and vendors, shall make available at all times the product-specific information for products used to perform routine maintenance, including, but not limited to the following:
 - Product name and manufacturer
 - Product label
 - Product cut sheet, or specification.
 - Material Safety Data Sheets (MSDS)

6.0 Regulatory Compliance

All work shall comply with the applicable requirements of Facilities Department **Annual Facility Permit SOP # 03.001**, [29 CFR 1910 Occupational Safety and Health Standards](#), Federal, State, municipal safety, Florida State College at Jacksonville APMs; environmental requirements, health requirements, and Facilities Department Practices, where applicable.

7.0 Training

The Campus Facilities Director and Facility Maintenance Managers will review and approve training content and requirements for all campus staff, contracted service providers, and the campus community, including, but not limited to the following.

- Systems and equipment training
- Work request processing and prioritization levels
- Maintenance procedures and practices
- SchoolDude/Brightly Software Maintenance Direct Training
- OSHA/Safety training

8.0 Communication

The Campus Facilities Director will provide information to the campus community identifying the process for submitting work order requests.

Notice shall also be provided to the campus community if any routine maintenance needs or corrective actions will have an impact on their daily operations (i.e. lavatory out of order, system shut-down, spill in common area, etc.). Communication shall include a description of the activity, its impact on the area, any applicable safety information, and the duration of maintenance activity.

9.0 Records Management

The Facility Manager shall track routine maintenance and work-order request activities and indicators in the Facilities Department CMMS, to generate useful metrics that inform future decisions by the Facilities Manager and Campus Facilities Director about the routine maintenance program and the service providers.

STANDARD OPERATING PROCEDURE # 01.007

Subject: Preventive Maintenance

1.0 Purpose

To establish minimum requirements to carry out systematic preventive maintenance services at all Florida State College at Jacksonville campuses and centers. When equipment fails to operate properly, the result can lead to unsafe conditions, accidents, or injury to the campus community. A good preventive maintenance (PM) plan helps to ensure proper, safe operation and prevent costly repairs.

All predictive/preventive maintenance services should reflect the actual systems and equipment at the facility and the respective needs of each campus/center. The scope of services will be determined by each Campus Facilities Director or designee using the SOP as a guide.

The main goal of preventive maintenance is to effectively and efficiently increase system reliability and extend equipment operating life. Predictive maintenance is based on life-cycle projections and this method is used to identify and act upon maintenance-related issues before they lead to costly repairs. Some benefits of a good preventive maintenance plan include:

- Maintenance of a safe, healthy, and comfortable environment for the campus community.
- Replacement of system components at the appropriate time to ensure cost-effective, reliable plant operation.
- Prolong equipment life and maximize the productive lifespan of each campus.
- Maximize campus efficiency and lower operating costs.

2.0 Roles and Responsibilities

Campus Facilities Directors

The Campus Facilities Directors (CFDs) or assigned designee will oversee the management of all preventive maintenance activities for Florida State College at Jacksonville.

Facilities Maintenance Managers & Supervisors

Each Facility Manager/Supervisor shall ensure implementation of this SOP and its requirements at their assigned campus.

- Assist CFD with the development of a Preventive Maintenance Plan (PMP) for their campus.
- Review, renew, and adjust the PMP, either as conditions warrant, or annually at a minimum.
- Create a timeline and schedule for all preventive maintenance activities, and enter into SchoolDude/Computer Maintenance Management System (CMMS) to generate PM work orders based on a set schedule.
- Enter and track all required facility equipment and systems information into the SchoolDude/CMMS. This includes the entry, updating & management of facility equipment and their associated preventive maintenance procedures.
- Update and manage major capital equipment and their associated preventive maintenance.
- Work with the CFD to contract for preventive maintenance services if FSCJ staff or other service providers do not have the technical expertise to provide the required services.
- Coordinate campus activities of all assigned facilities maintenance staff and contracted service providers.
- Make sure the Annual Facility Permit covers the scope of work for the PM activity.
- Supervise and manage contract service providers, making sure they:
 - Assist the Facility Manager with the creation and implementation of the PMP as applicable.
 - Comply with all requirements, rules, and regulations applicable to the services provided.
 - Comply with all occupant-specific regulations and statutory requirements.

3.0 Implementation

The general scope of services included within the Preventive Maintenance Practice includes, but is not limited to, the inspection and servicing of the equipment that comprise the facilities infrastructure:

- Mechanical systems (HVAC, Chillers, etc.)
- Utility distribution systems
- Lighting
- Plumbing
- Elevators
- Building envelope
- Fire safety/protection and alarms
- Emergency generators

4.0 Campus Preventive Maintenance Plan (PMP)

A Preventive Maintenance Plan (PMP) establishes system and equipment-specific maintenance procedures to extend their useful life, as well as standard processes to carry out these procedures. At a minimum, the PMP shall include the following equipment and system-specific information:

- Inputting of mechanical equipment into the PM module of the CMMS
- Creating a schedule-based PM system utilizing the CMMS
- Maintenance schedule of PMs
- Maintenance tasks/procedures
- Tracking and reporting
- Individual systems and equipment at each campus/center
- System/equipment description
- Start-up and shut-down procedures
- Operating schedules
- Identifying potential problems and solutions
- Manufacturer's literature and warranties
- Figures and illustrations

Development of a Preventive Maintenance Plan (PMP)

- A beta maintenance schedule for the **Preventive Maintenance Plan (PMP)** has been created by Facilities Management and included with this SOP as a first step to develop a standard for the College.

Annual Facility Permit

All preventive maintenance services at Florida State College at Jacksonville must be performed under the Annual Facility Permit approved by the Building Official or a project-specific permit. Refer to the **Annual Facility Permit SOP # 03.001**, for further information.

5.0 Materials & Equipment

Sustainable methods and applications shall be employed whenever possible for all products within the scope of this SOP, following Facilities Department guidelines.

- Products shall conform to all Federal, State, and local standards for quality and safety requirements.
- The Facility Manager/Supervisor and contracted service professionals and vendors shall make available at all times the product-specific information for products used to perform routine maintenance, including, but not limited to the following:
 - Product name and manufacturer
 - Product label

- Product cut sheet, or specification.
- Material Safety Data Sheets (MSDS)

6.0 Regulatory Compliance

All work shall comply with the applicable requirements of Facilities Department **Annual Facility Permit SOP # 03.001**, [29 CFR 1910 Occupational Safety and Health Standards](#), Federal, State, municipal safety, Florida State College at Jacksonville APMs; environmental requirements, health requirements, and Facilities Department Practices, where applicable.

7.0 Training

The Campus Facilities Director and Facility Maintenance Managers will review and approve training content and requirements for all campus staff, contracted service providers, and the campus community, including, but not limited to the following.

- Systems and equipment training
- Work request processing and prioritization levels
- Maintenance procedures and practices
- Training in the use of the CMMS
- OSHA/Safety training
- Program-specific orientation and maintenance issues

The Campus Facilities Director will establish a building operations and maintenance staff education program that provides each staff person primarily working on campus building maintenance with at least 24 hours of education each year. The education program should provide information on campus and building systems operation, maintenance, and achieving sustainable building performance.

8.0 Communication

The Campus Facilities Director shall provide notice to the campus community if any preventive maintenance activities have an impact on their daily operations. Communication shall include a description of the activity, its impact on the campus community, any applicable safety information, and the duration of maintenance activity.

9.0 Records Management

The Facility Manager shall track preventive maintenance and work-order request activities and indicators in the CMMS, to generate useful metrics that inform future decisions by Facilities Management about the preventive maintenance program and the service providers.

FSCJ FACILITIES PREVENTIVE MAINTENANCE PLAN

For Florida State College at Jacksonville's preventive maintenance plan (PMP), every part of the facility shall be inspected according to the following PROPOSED schedule and best practices.

Mechanical equipment shall be serviced according to the instructions from the manufacturer. The equipment specification should be entered into the College's computerized maintenance management system (CMMS) which will facilitate, organize, and track PMs.

Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Every six months, the Campus Facilities Director and Building Energy Manager shall review the work order log for the previous 24 months to identify trends and to identify equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule, or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

Preventive Maintenance Checks and Services (PMCS) shall be conducted at the minimum frequency listed below. Generally, each item should be given a 360-degree visual inspection for any deficiency, visual inspection of overall appearance, surface condition, cleanliness, alignment, and operation and performance followed by operator maintenance according to CF & manufacture's guidelines. Operator maintenance such as lubrication, belt changing, filter changing, adjustment, and upkeep are performed following this PMCS schedule. When deficiencies are determined, staff will take immediate, appropriate corrective action, and/or complete a work order to have corrective action taken. Because of the vast number of systems and various building techniques and materials, this PMCS schedule is intended to be a guide generic in nature, except for frequency, which should be followed. Technicians shall utilize this schedule to initiate complete diagnostics of each system. Life safety deficiencies shall be given the highest priority.

I. GROUNDS:

A. ROADWAYS, PARKING LOTS, SIDEWALKS

Asphalt surfaces at building facilities receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, maintenance personnel need to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts.

Weekly:

- Clean on-site roadways and parking lots.
- Ensure paved areas are free of debris, broken pavement, or hazardous conditions.

Monthly:

- Inspect paving for cracks, potholes & trip hazards.
- Inspect for weed & root encroachment, and softening of asphalt/concrete.
 - Repair major defects immediately or barricade as appropriate.
 - Schedule repair of remaining defects.
 - Clean and inspect sidewalks and exterior steps.

Semi-annually:

- Check the placement of parking bumper wheel stops; realign and secure.
- Check speed bump & curb-edge conditions.
- Check surface conditions for deficiencies from vehicle leaks, etc.

Annually:

- Repair and fill asphalt cracks.
- Stripe parking lots, paint directional signs, fire lanes, and crosswalks as needed.
- Repair or replace outside signs as needed. Contact Campus Operations if new sign(s) are needed.

B. SIGNAGE

Signage is not only important for directing building occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the agency as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy.

The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

- Compliance with codes and standards
- Cleanliness
- Accuracy of message
- Accuracy of lettering and numbering
- Adherence to surface or stabilizer

- Hardware conditions
- Illumination (if applicable)
- Location and visibility
- Paint condition
- Overall appearance
- Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy

C. IRRIGATION SYSTEMS & WELLS

1. Systems Main Jockey Pumps

- Weekly inspection of units for unusual noise, vibration, or leakage. Pumps with mechanical seals require no adjustment and should not be leaking.

2. Test all automated systems monthly. Make repairs and/or adjustments as necessary.

3. Well Management –

Comply with [St. John's Water Management District requirements](#) outlined below:

- Assist St. John River Water Management District authorized staff with the inspection of wells. Correct defects to comply with [Florida Statutes, Administrative Codes, and the Florida Building Code](#).
- Repair or replace leaking or inoperative well casings, valves, or controls to make the system fully operational. If below grade, the work must be done by a Florida Licensed Water Well Contractor.
- Check if the District issued identification tags on all wells.
- Check if there is backflow prevention on all wells.
- Check if there is a rain sensor override on all wells.

D. STORM DRAIN SYSTEMS (open and closed)

- Observe drainage during major rain events. Correct any problems.
- Verify that the outsourced pond maintenance contractor is adequately effective.
- Repair erosion problems as they occur.
- Check for proper water flow, piping conditions, and cover conditions.
- Check for obstructions.

E. LANDSCAPING AND ATHLETIC AREAS

Due to the comprehensive nature of preventive maintenance, certain critical areas within the landscape domain should be inspected monthly.

- Check vegetation conditions such as root systems near buildings and walkways; shrubs and trees near buildings and power lines; vines on buildings (except as designed); and overgrown shrubs
- Keep open ditches clear of weeds and brush growth by using approved weed and brush control methods.

F. EQUIPMENT

The list of power equipment used by Facilities is extensive. It includes mowers, blowers, trimmers, weed eaters, floor buffers, forklifts, power drills, orbital sanders, circular saws, impact wrenches, line striping machines, paint sprayers, welders, etc. Staff should always follow manufacturers' guidelines on how to maintain.

For grounds equipment, basic maintenance steps are below:

1. At the end of the shift, each operator of power equipment is responsible for cleaning, servicing, and inspecting the equipment to which he/she is assigned.
 - a. Check all fluid levels adding the proper amount of fluids - as required.
 - b. Add grease to all lubricated points - as required.
 - c. Check all blades for sharpness, nicks, cracks, and attachments.
 - d. Check all belts for tension wear and cracks.
 - e. Check all attachment points for lubrication, excessive wear, and proper locking pin or device.
2. The operator will certify his completion of the checklist by signing off on a sheet provided for that purpose.

G. VEHICLES

1. **Daily Inspections** - Before driving a vehicle, inspection should include the following per APM 06-1005.:
 - a. Check tires for wear and change as needed.
 - b. Check gasoline level
 - c. Check all fluid levels.
 - d. Check windshield for cleanliness & inspect wipers.
 - e. Check inside & out for cleanliness.
 - f. Any deficiencies should be corrected before leaving the area.
 - g. If deficiencies are found, contact the Campus Facilities Director.

H. LIGHTING: EMERGENCY, EXTERIOR & INTERIOR

All lighting systems will be inspected. Extreme care must be taken to identify and correct deficiencies to ensure occupant safety.

- Building exterior
- Pedestrian
- Parking area
- Field and sports areas
- Building interior (classrooms, common areas, offices, hallways, exits, etc.)
- Emergency

Every 45 days – Complete conditions check: Inspect for conditions such as cleanliness, glassware, louvers, fixture support, stanchions, luminary, wires, ballasts, timers/sensors, outlet/cords, protective caging, moisture problems, unauthorized connections, etc.

I. FENCING

Fences on FSCJ property are usually made of aluminum, steel, concrete blocks, or wood. Metal fences, such as chain-link, require regular inspection of paint condition, rust and other corrosion, and vegetation and trash buildup. Wood fences are additionally susceptible to rot and loose components, such as pickets, planks, and braces.

Perimeter and boundary fences shall be checked semi-annually for:

- Alignment
- Structural stability
- Post integrity & alignment
- Foundation integrity
- Overall condition

II. CONCRETE STRUCTURES (Annual Inspections)

For concrete, inspect overall condition for deficiencies such as alkali-aggregate expansion, cavitation (honeycombing, spalling around projections), chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces, stains, lifted areas, pockmarks/pop-outs, scaling, tripping hazards, unevenness, or voids.

A. INTERIOR SLABS AND FOUNDATIONS –

- Visually inspect all slabs, footings, and foundations for cracks, movement, spalling, and other obvious defects.
- Make necessary repairs.
- Record locations and magnitude of all major defects and monitor status monthly.

B. BASEMENTS – BELOW GRADE EQUIPMENT ROOM - Visually inspect floors and walls for cracks, movement, spalling, water infiltration, and other obvious defects. Make necessary repairs. Record the location and magnitude of all major defects and monitor status monthly.

C. STAIRS AND STEPS - Visually inspect stairs and steps for cracks, chips, loose nosing, standing water, and other obvious defects. Make necessary repairs.

D. STRUCTURAL MEMBERS – Preventive maintenance entails a comprehensive visual inspection of each building material twice a year. The particular emphasis during this inspection process should be on load-bearing support areas that can be observed externally during a walking tour. The greatest cause of building demise is the penetration of water. Particular attention should be given at this time to evaluate the potential for access by water into building materials. Also check joists, beams, sills, and studs for integrity and deficiencies.

III. MASONRY (Annual Inspections)

A. EXTERIOR WALLS/COLUMNS - INTERIOR WALLS

- 1) Visually inspect exterior walls and columns for cracks, loose brick or masonry units, major displacement vertically or horizontally moisture infiltration, and other obvious defects. Make necessary repairs. Be sure to obtain matching masonry materials such as campus-approved brick, approved sealant, and Type S mortar in the approved color. Contact FSCJ Facilities

Management for assistance and/or to verify the need for structural assessment. Record the location and magnitude of all major defects and monitor status monthly.

Visually inspect interior walls for cracks, loose masonry units, major displacement vertically or horizontally, and other obvious defects. Make necessary repairs. Record the location and magnitude of all major defects and monitor status monthly. Contact Facilities Management for assistance and/or verify the need for structural assessment.

- 2) Low-pressure wash walls to remove mold, mildew, and accumulated dirt. Use appropriate chemicals to ensure good results without damaging the exterior finish.

IV. METALS

A. STRUCTURAL STEEL

- 1) Where exposed to exterior and/or moist locations, inspect annually for rust and corrosion. Clean, prime, and paint as required. Contact Facilities Management to verify the need for structural assessment if corrosion is beyond surface penetration.
- 2) If evidence of deterioration of structural members is displayed in some form in other components of the building such as roof, floor, exterior, and interior walls. Contact Facilities Management to verify the need for structural assessment.

B. HANDRAILS AND METAL STAIRS

Visually inspect handrails & metal stairs annually for stability, loose attachment to walls, rough, splintered, and marred surfaces, worn and chipped paint, varnish, or other finishes. Make necessary repairs.

C. BLEACHERS

College Architect or an appropriate State of Florida registered Design Professional to inspect annually and document findings in a report.

V. WOOD AND PLASTIC

Wood materials – Check for stability and overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering.

- A. EXERCISE STATIONS** – Annual inspection for breakage of any type that may have occurred during use. Check for splinters or chips that could result in a serious bodily injury.
- B. BENCHES AND TABLES** - Annual inspection for loose boards or loose metal tops and repair if needed. Check legs and seating area to ensure safety.
- C. FLOORING** – Annual visual inspection of slabs or tile for hairline cracks. Check for loose tile and repair. Check the carpet for any stretching or separating at carpet joints.
- D. CABINETS** - Annual visual and physical inspection to ensure all drawers are securely in proper working order. Check doors to ensure all hinges are secure. Tighten any loose screws or replace any screws that are missing.

VI. THERMAL AND MOISTURE PROTECTION

A. ROOFING AND FIXTURES

Visually inspect the roof every two months. Remove all organic materials and other debris as needed to maintain a clean roof. Visually inspect the roof surface for cuts (remove any screws or other metal objects that could puncture the roof membrane), abrasions, bubbles, open seams, absence of aggregate on built-up roofs, soft, spongy feel or substrate material, loose or missing traffic pads.

B. WATERPROOFING AT WALLS – BELOW GRADE

Visually inspect walls below grade for moisture as evidence of breakdown of waterproofing. Take appropriate corrective action.

C. FLASHING AND GUTTERS

Visually inspect flashing and gutters for evidence of leaking and that they are properly secured. Take appropriate action. Make sure gutters are clean and free-flowing at all times.

D. JOINT SEALANT – CAULKING – (Annually)

Visually inspect joint sealant and caulking at walls, floors, flashings, penetrations, windows, and door frames for shrinking, cracking and other signs of deterioration and repair as appropriate.

E. GENERAL

Correlate all interior leaks, and water damage with the exterior source. Repair as required to eliminate water infiltration. Once leaks have been repaired, ensure that no water damage, discoloration, or moisture remains.

VII. DOORS AND HARDWARE (Annual Inspection)

A. STEEL FRAMES EXTERIOR –

- Inspect for movement, separation, and corrosion.

B. EXTERIOR DOORS AND HARDWARE –

- Inspect for proper operation, loose hinges, screws, weather-proofing, locksets, closures and vision panels.

C. AUTOMATIC DOOR OPENERS –

- These include automatic vehicular gates, doors with ADA controls, and overhead doors in delivery areas and shops.
- Routine maintenance is the best method to ensure operational integrity.
- Check for proper operation, alignment, and closure.
- Operating devices (motors), pneumatic powering
- Cleanliness
- Lubrication
- Stability & structural integrity
- Shaft conditions

Continue – Automatic Door Openers:

- Bearing conditions
- Overload and other relay conditions
- Circuit breaker conditions
- Overall appearance for damage or vandalism
- Overall operation
- Weatherproofing/caulking condition
- Lubrication of guides, hinges, and locks
- Roller alignment
- Glazing integrity
- Hinge conditions
- Lock conditions and security
- Alignment
- Plumb
- Building settlement
- Straightness of guides
- Overall condition for deficiencies such as water intrusion and corrosion

D. OVERHEAD ROLLING DOORS –

- Inspect for proper operation, wear, alignment, and locking mechanism.

E. ALUMINUM FRAMES AND JOINTS –

- Inspect for loose joints and separation of frames.

F. GLAZING –

- Check for cracks, proper sealant, and clean as appropriate.

G. INTERIOR DOOR SYSTEMS –

- Inspect for proper operation, loose hinges, screws and weather-proofing, locksets, closures and vision panels.

H. KEYS AND LOCKS –

- Check for proper operation and repair as appropriate.

I. DOOR HARDWARE –

- Inspect all door hardware for proper operation.
- Clean and lubricate all moving parts with recommended solvent and lubricate.
- Replace broken, missing, and excessively worn parts and adjust for smooth operation.
- Door hardware includes hinges, locksets, panic devices, closures, push bars, handles, wall bumpers, floor stops, and open devices.

J. WINDOWS –

- Inspect for proper operation, loose hinges, handles, screws, weather-proofing, and condition of applied tinting.

- Replace where necessary. Inspect sealant at the intersection of the window frame and exterior finish.
- Verify that the entire window system is functioning properly to prevent the infiltration of water and/or outside air.
- Avoid all windows when pressure washing to avoid damage to window seals.

K. GATES –

- Automated gates should be inspected biweekly, non-power gates shall be examined monthly.

VIII. FINISHES (Annual Inspection)

- A. EXTERIOR STUCCO** - Check for cracks, hollow-sounding stucco, water damage, and condition of paint finish. Repair damaged areas and repaint as required. At external stucco ceilings inspect for sagging, loose hangers, rust around edges, and structural frame damage.
- B. DRYWALL** - Check for cracks, water damage, excessive damage due to chairs and tables rubbing the wall, and graffiti; repair/replace as required.
- C. PAINTING** - Inspect all painted surfaces for condition and repaint as required. Determine the condition and remaining life of exterior painted surfaces and perform repainting at appropriate times to prevent water and moisture infiltration and to maintain a good aesthetic condition.
- D. ACOUSTICAL CEILINGS** - Annually or as needed, inspect lay-in ceiling tiles for water stains, excessive dirt, and physical damage. Replace tiles as needed. Locate non-standard dimension ceiling systems and schedule replacement with standard 2 x 2 lay-in tile and grid system.
- E. EXTERNAL INSULATION FINISH SYSTEM (EIFS)**
- 1) Annually inspect all EIFS areas for defective and/or aged finish, exposed insulation, and sealant systems. Initiate corrective measures immediately to eliminate potential water infiltration.
 - 2) General Cleaning – Annually or as needed clean all EIFS surfaces with a solution of warm water, household bleach, and trisodium phosphate per manufacturer recommendations.
 - 3) Refinishing – When needed, recoat finishes following manufacturer Recommendations. Refinishing may be required after 6 to 10 years of Service.

IX. SPECIAL USE

A. SWIMMING POOL AND EQUIPMENT

Daily:

- Inspect the unit for unusual noise, vibration, or leakage.
- Check chemical balance at least once per shift and adjust treatment as required.

Weekly:

- Scrub the sides and bottom of the pool with a brush and then vacuum the entire pool.
- Back flush filter systems when the differential pressure between the inlet and outlet reaches 10 to 12 pounds.

- If service is outsourced to a sub-contractor, verify satisfactory completion of the above.

Annually:

- All electrical connections from the motor disconnect or starter should be checked for tightness and indications of overheating. If the motor is large enough, Megger readings should be taken and recorded.
- Drain and clean surge pit.

B. TESTING AND CERTIFICATION

Provide all necessary conditions in compliance with the requirement of [Chapter 64E-9 of the Florida Administrative Code](#). Correction of all unsatisfactory conditions after the annual inspection of the Florida Department of Health.

X. CONVEYING SYSTEMS (Passenger & Freight)

All elevators and chair lifts are to have full inspections, maintenance, adjustment, and repair per State Law. The performance of elevators shall be in full compliance with all certification requirements and regulations. All required maintenance and upgrades are to keep equipment operating safely and trouble-free per [ASME- 17.1.2000, Safety Code for Elevators](#), associated addenda, and related codes.

XI. MECHANICAL SYSTEMS

Regular preventive maintenance of mechanical systems is crucial. All mechanical systems specs should be added to the College's computerized maintenance management system (CMMS) to ensure PMs are based on the respective manufacturer's recommendations.

A. AIR HANDLING UNITS (Verify specific procedures with equipment manufacturer's recommendations)

Monthly:

- 1) Visually inspect the general conditions of the unit.
- 2) Inspect the unit for unusual vibration, leakage, and cleanliness.
- 3) Read the Magnehelic gauge and inspect filters, change if the pressure drop exceeds the recommended reading.
- 4) Review BAS readings and graphics as well as Tracer ES information to ensure proper operation.
- 5) Install equipment alarms as needed.

Quarterly:

- 1) Inspect and clean Mechanical Rooms.
- 2) Remove all non-essential equipment, parts, and tools. Keep the floor free of oil, water, and dust.
- 3) Service units per manufacturer's recommendations.

Semi-Annually:

- 1) Inspect the unit coil and clean the fans if necessary by hosing them with water or an air jet.
- 2) Change filters per manufacturer's recommendations.

- B. EXHAUST FANS** - Follow specific procedures with the manufacturer's recommendations.
- C. CHILLERS**- Follow specific procedures per manufacturer's recommendations for maintenance. If procedures are outsourced to a sub-contractor, verify the completion of the items below:
1. Chiller – General and Air Cooled
 2. Chiller – Centrifugal
 3. Chiller - Rotary
 4. Chiller – Scroll
- D. COOLING TOWERS** - Follow specific procedures with the manufacturer's recommendation for maintenance.
- E. CONDENSER WATER PUMPS** - Follow specific procedures per manufacturer's recommendations for maintenance.
- F. CHILLED WATER PUMPS** - Follow specific procedures with the manufacturer's recommendations for maintenance.

G. HOT WATER BOILERS

- 1) Boilers** - Follow the manufacturer's recommendations for maintenance.

TESTING AND CERTIFICATION:

Maintain compliance with Florida statutes for Boiler Safety, [Chapter 554, FS.](#)

Ensure inspections are performed as mandated. Certificate to be posted in the appropriate location(s).

- 2) Heating Water Pumps** – Follow the manufacturer's recommendation for maintenance.
- 3) Condensate Return Systems** – Follow the manufacturer's recommendation for maintenance.
- 4) Gas-Fired Furnaces** - Follow the manufacturer's recommendation for maintenance.
- 5) Electric Heaters** - Follow the manufacturer's recommendation for maintenance.
- 6) Domestic Hot Water Heaters** - Follow the manufacturer's recommendation for maintenance.

H. CONTROLS

- 1) Building Air Compressor** - Maintain the building air compressor per the manufacturer's maintenance requirements.

Daily:

- Assure that compressors are not operating when not needed.

- 2) Control Air Compressors** - Maintain building air compressor per manufacturer's maintenance requirements.

I. PLUMBING

- 1) **Restroom Equipment** - Daily visual check of all urinals, closets, and lavatories for leaks, drips, slow drainage, chips and cracks, and loose mounting. Check the operation of all flush valves and faucets. Adjust or repair as necessary.
- 2) **Water Coolers** - Semi-monthly check the operation of all coolers for water pressure, cooling, drainage, and exterior damage to the cabinet.
- 3) **Kitchen Equipment** - Semi-monthly checks operation of ovens, ranges, grills, fryers, warmers, conveyors, dishwashers, freezers, and coolers. Exhaust hoods are inspected for operation and certified by an independent contractor. Sanitation of hoods is performed by an independent contractor.
- 4) **Fume Hoods** - Tested and inspected annually. Perform maintenance required by the manufacturer and [College Fume Hood Desktop Procedure](#).
- 5) **Laboratory Connections** - Monthly, check all faucets and drain connections for leaks.
- 6) **Sump Pump** - Semi-Annually- Inspect sumps to ensure the level is being maintained by the pump. Monthly- Manually start the pump and check for proper operation including checking valves and piping.
- 7) **Backflow** - Backflow devices prevent the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source other than intended. All backflow devices shall be tested annually by a certified contractor. Maintenance personnel shall monitor the contractor's performance and obtain written certification upon completion of work.

XII. ELECTRICAL SYSTEMS

Electrical systems and closets shall be inspected annually. Maintenance personnel will be familiar with the locations of all electrical equipment, including circuit breakers, fuses, main feeders, sub-feeders, panel boards, and substations. All wiring shall comply with the National Electric Code.

The safety of workers is paramount; staff shall ensure that power is shut off and/or lines are de-energized where work is performed and that the lock-out/tag-out system is used. Electrical equipment will be serviced by outside contractors unless there is a licensed journeyman electrician on staff.

A. High Voltage System-

JEA owns and maintains the transformers and wires that service them. FSCJ has no access to transformers for maintenance. FSCJ owns the wire from the transformers to switch gears. We perform infrared scans every 10 years on the high-voltage gear.

B. Electrical Distribution-

1. Panels - Annually inspect, test, clean, and tighten all panels. Check for proper breaker installation.
2. Wiring and Disconnections - Annually, visually inspect the wiring in panels, junction

boxes, and circuit disconnects for discoloration, nicks, and abrasions.

C. Emergency Power Generators-

Portable generators are available for emergency use providing power for the operation of sump pumps and making repairs if possible. Building emergency generators are to be serviced annually and ready for operation on demand. They are started and operated under load yearly.

- Visually inspect generators for potential problems that may not show up during testing.
- Operational fuel level
- Oil level
- Air filter
- Battery charger
- Gauge
- Circuit breaker
- Activation device
- Spark plugs
- Terminal
- Belts
- Ensure to check as part of hurricane/storm preparedness.

B. Fire Alarm Systems-

Maintenance staff will accompany professionals during statutory inspections. Only certified professionals shall make repairs or adjustments to alarm systems. All fire alarm tests and inspections shall be performed per [NFPA 72](#) and local codes for each type of detection/suppression system. FSCJ performs annual testing. Preventive maintenance for smoke and burglar alarms consists of validating that all equipment is present and functional every month.

C. Fire Extinguishers-

Maintain compliance with local Fire Extinguisher Code as Determined by local Fire Marshall. Assist fire alarm test contractor. All fire alarm tests and inspections shall be performed following [NFPA 72](#) and local codes for each type of detection/suppression system.

D. Security Systems/Emergency Call Boxes-

Preventive maintenance of security systems is critical for occupant safety.

- Inspect overall conditions
- Charge battery efficiency
- Spare batteries

E. Surveillance cameras and monitors-

- Functioning
- Fixture integrity
- Mounting condition/stability

- Location Accuracy
- General console condition
- Power source continuity
- Overall conditions

XIII. FACILITIES

A. KITCHEN & DINING-

Nutrition kitchens and dining areas contain many pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. Preventive maintenance for general features including Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.

1) Fire safety:

- Electrical outlet load
- Positioning of paper/flammable materials away from heat sources
- Accessible route
- Emergency exit visibility

2) Equipment: *Note: When checking kitchen equipment, first consult operating or area personnel for any deficiencies. For each item, check overall condition, switches, timers, piping, and valves for leaks, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines.*

- Cooker
- Dishwasher
- Drink cooler
- Food slicer or chopper
- Freezer
- Fryer
- Garbage disposal
- Grill
- Ice machine
- Mixer
- Oven
- Refrigerator
- Steamer
- Toaster

3) Gas Connections-

The following check shall be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or

- For minor repairs if maintenance personnel do not have adequate training or tools.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

Possible undetected leakage:

- Visually check – Do not open and close valves
- Operation Procedure: Perform a bubble test with soap and water, or use a handheld combustible gas detector of professional quality.

4) Floor Condition – Inspect deficiencies such as excessive wear, stains, and tripping hazards.

5) Exhaust system-

- a. Hood function and condition
- b. Grease trap function and condition
- c. Filter condition
- d. Exhaust duct condition
- e. Fan function and condition
- f. Supply duct condition

6) Furniture: Counters, tables, benches, and chairs-

- a. Stability
- b. Surface condition for deficiencies such as rough areas or protruding hardware
- c. Overall condition

7) Fire extinguishers-

- a. Charge
- b. Tag currency
- c. Placement in correct proximity to potential hazards per code Housing condition
- d. Hose condition
- e. Overall condition

B. RESTROOMS-

The following checklist shall be applied monthly to all restrooms within the College Facilities:

a. Fire Safety-

Electrical outlet load
Positioning of paper/flammable materials away from heat sources
Accessible route
Visible exit

b. ADA accessibility-

Accessible toilet stalls with wheelchair turning radius
Accessible sinks

Accessible mirror
Handrail stability and condition
Special features function such as “help” mechanisms and automated systems
Overall condition

c. Plumbing-

Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential

d. Sinks and hardware-

Faucet function and hardware conditions
Drain function
Water flow & pressure

e. Urinals-

Water flow/pressure
Cap and part conditions
Overall condition

f. Toilets-

Water flow/pressure
Cap and part conditions
Seat support conditions
Overall condition

g. Soap dispenser operation and conditions

h. Partitions-

Stability
Surface conditions for deficiencies such as sharp or worn areas or vandalism Part conditions
Security
Overall condition

i. Trash receptacles-

Sanitation conditions
Stability
Overall condition

j. Mirrors-

Cleanliness
Overall condition for deficiencies such as cracks, sharp edges, or vandalism

k. Overall cleanliness

l. Overall privacy

m. Overall appearance for damage and vandalism such as graffiti

n. Fire extinguishers -

Tag currency

Placement in correct proximity to potential hazards per code Housing condition

Hose condition

Overall condition

C. OFFICE & CLASSROOMS-

a. Fire Safety-

Electrical outlet load

Positioning of paper/flammable materials away from heat sources

Accessible route

Visible exit

b. Emergency control panels-

Operation

Part conditions

Overall condition

c. Floor condition for deficiencies such as excessive wear, tears, stains, and tripping hazards

d. Walls/ceiling condition

e. Furniture: desks, chairs, tables, and shelves-

Stability

Surface conditions for deficiencies such as sharp or rough edges or protruding hardware

Lubrication of hardware

Overall condition

f. File cabinets-

Stability

Lock function

Overall condition

g. Stationary partitions-

Stability

Surface conditions for deficiencies such as sharp or worn areas and vandalism

Overall condition

h. Fire extinguishers-

Charge

Tag currency

Placement in correct proximity to potential hazards per code Housing condition

Hose & overall condition

XIV. CUSTODIAL

Define all required cleaning services at the facility by listing each task and indicating the frequency of each task and procedure. Tasks and procedures shall reflect the requirements specific to all laws to the campus, the use of the space, and department-established levels.

Use cleaning procedures and practices in compliance with all applicable standards, including, but not limited to the following:

- 1) [Maintenance and Operations Administrative Guidelines for School Districts and Community College, Chapter 5- Management of Custodial Programs](#)
- 2) [Florida Department of Environmental Protection, Green Cleaning](#)

Using [APPA's Custodial Appearance Levels](#) of cleanliness, strive to maintain **Levels 1 – 3** as appropriate to space use.

Work with the College Environmental, Health, and Safety Specialist to determine acceptable cleaning products to be used college-wide.

XV. MAINTENANCE of EXISTING EDUCATIONAL FACILITIES

Existing FSCJ educational and ancillary facilities shall comply with appropriate sections of, the [Florida Building Code](#), the [Florida Fire Prevention Code](#), State Fire Marshal rules in [Chapter 69A-58, FAC](#), other applicable [NFPA Codes](#) for existing educational facilities, [OSHA regulations](#), and other applicable state and federal laws, codes and regulations.

• Annual Facility Permit

Annual maintenance permits are issued to each site by FSCJ's Building Official to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems and equipment.

- The permit shall be for one year.
 - A detailed log of alterations and inspections shall be maintained and submitted annually to the building official.
 - If a pattern of code violations is found, future annual maintenance permits may be withheld, [Section 553.80\(3\)\(d\), FS](#)
- Maximum individual project limits shall not exceed \$300,000.

STANDARD OPERATING PROCEDURE # 01.008

Subject: Energy Management Services

1.0 Purpose

To provide effective and efficient response and management of Collegewide energy plants in consumptive use (electric, water, sewage, and gas). Energy is a major expense for the College and we constantly strive to develop ways to lower our operating costs. Our building automation and energy management services team is tasked with identifying opportunities for energy conservation, implementing energy-saving measures, and continuously monitoring and analyzing energy usage to ensure the College is meeting its sustainability goals.

2.0 Roles and Responsibilities

The College's Building, Energy & HVAC Control Manager has the delegated authority to establish practices, that are necessary to promote energy efficiency, conservation, and sustainability goals through analyzing the institution's current energy usage and management protocols, resource allocation plans, and any current plans aimed at consumption reduction and conservation.

3.0 Implementation

The College is committed to promoting energy efficiency and conservation at all campuses/centers for the benefit of the students, faculty, staff, and the community. This is accomplished through the Energy Management (EM) Program which includes established guidelines and standards for occupant energy use; building improvement management including life cycle costing; and the purchasing of equipment that is energy efficient all managed via EnergyCAP software. The Emergency Management Team (EMT) works closely with other departments on campus, such as maintenance and operations, to ensure that energy efficiency is considered in all aspects of facilities management, including construction and renovation projects.

This is accomplished by the following practices:

- Energy performance audits
- Measure building performance, investigate anomalies, and implement energy projects to further decrease consumption and lower operating costs.
- Establishment of Best Practices for all members of the College community to support the Energy

Management Program and minimize their impact on energy consumption.

- Implement measures to help control utility expenditures, increase energy efficiency, reduce wear on equipment, and reduce carbon footprint.
- Occupant Energy Use Guidelines
- Equipment, Material, and Supply Purchase Guidelines for Energy Efficiency
- Precise building schedules to match occupancy, and maintain a comfortable environment for working and learning through proper building systems management
- New Construction, Renovation, and Building Improvement Energy Management Guidelines
- Life Cycle Costing
- Heating, ventilating, or air-conditioning system modifications or replacements
- Humidity controls
- Indoor Air Quality (IAQ) control

4.0 Materials & Equipment

- EnergyCAP software
- 25Live
- Trane Ensemble
- SkySpark

5.0 Regulatory Compliance

FSCJ APM 06.0702

[State Requirements for Education Facilities \(SREF\)](#), Chapter 3, Section 3.2(4)

[Florida Building Code, Chapter 13](#)

[Florida Statute 1013.23](#), Energy Efficiency Contracting

[Florida Statute 255.2575](#), Energy Efficient and Sustainable Buildings

[Florida Statute 553.73](#), Florida Building Code

6.0 Training

Periodic training on operating Building Automation Systems (BAS) will be provided by the applicable BAS software provider to the Energy Management Team as needed.

State Requirements for Educational Facilities (SREF) & The Florida Building Code Training

7.0 Communication

Education and outreach to the College community on energy conservation projects.

Act as a liaison between contractors, design consultants, and staff to ensure the implementation of coordinated energy initiatives.

Encourage adherence to the College's [Energy Management Program Guidelines](#) posted on FSCJ.EDU under Construction Management. Guidelines are located on pages 4 and 5 of this SOP.

8.0 Records Management

Process and upload approximately four million dollars in utility bills from JEA, FPL, and Gas South into EnergyCap software annually.

Establish utility usage benchmarks and outline cost savings targets and objectives.

Evaluate historic and present energy consumption data; compile regular and periodic energy reports/updates on the college's utility costs and consumption.

ENERGY MANAGEMENT PROGRAM GUIDELINES

MISSION

Through optimal building operation management, the College will seek to increase energy efficiency, control utility expenditures, reduce wear on equipment, and minimize the impact of energy use on the environment. The goal of the Energy Management Program is to reduce and maintain an average Collegewide building Energy Use Intensity (EUI) at 50 or lower. (EUI is calculated by dividing a building's total annual energy used in kBtu by the area of the building).

SCHEDULING

The use of Heating Ventilation/Air Conditioning (HVAC) equipment and Lighting will be rigorously managed through scheduling. During open hours, HVAC equipment serving all offices and common areas will be scheduled to "occupied" mode to maintain space temperatures outlined in the Temperature Guidelines.

All classrooms will be scheduled to maintain "occupied" setpoint temperatures only when classes are scheduled.

During periods of closure, such as nights, weekends, and holidays, all building spaces will be heated and cooled at "unoccupied" setpoint temperatures.

Appropriate measures will be taken to accommodate special events, class schedule changes, and other special occupancy needs when requested or scheduled. Department and Event Schedules should be coordinated within each campus/center for implementation before the expected date requiring an alternate schedule.

During longer closures, such as Winter Break and Spring Break, the College will follow hard shutdown procedures:

- Building interior lights will be turned off and HVAC equipment will remain in "unoccupied" mode.
- Staff and faculty shall switch off electronics including all computer screens, copiers if possible, and other office equipment and appliances (defrost and empty refrigerators).
- Campus Maintenance staff will turn off water heater circulating pumps where possible.
- College Departments may follow additional shutdown procedures to reduce energy consumption during College closures.
- Lab Fume Hoods and Exhaust Fans will be turned off during College closures.

TEMPERATURE GUIDELINES

According to State Requirements for Educational Facilities (SREF) - HVAC systems shall maintain design temperatures of at least 78 degrees in the summer [cooling] and 68 degrees in the winter [heating]. To maintain reasonable comfort and lower energy expenditures, the College has adopted the following temperature standards:

- Cooling Temperatures in College buildings will be set to 74 degrees during the "occupied" operational mode. Cooling Temperatures will be setback to 80 - 85 degrees during unoccupied hours, weekends, holidays, and College closures.

- Heating Temperatures in College buildings will be set to 70 degrees during the “occupied” operational mode. Heating temperatures will be setback to 55 - 60 degrees during nights, weekends, and holidays (“unoccupied” operational mode). Consideration will be made for sensitive research laboratories and other areas with environmental or temperature-sensitive equipment or objects such as computer labs.

Exceptions to the temperature setpoints must be reviewed and approved by the Facilities Management & Construction Department. To submit a building-related issue, please log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks.

BUILDING OCCUPANT ENERGY USE GUIDELINES

Each member of the College community should strive to make his or her office space, classrooms, or shared spaces more energy efficient. Recommended steps that the College staff shall take to reduce energy consumption include but are not limited to the following:

- Turn off lights when leaving a room.
- Use energy-saving technologies (“smart” energy strips, timers, sensors) whenever possible.
- Computers and other equipment should be set on energy-saving settings, such as “sleep mode” and computer screens/monitors should be turned off when not being used.
- Shut off all exhaust and fume hoods in labs and all food preparation facilities when not in use, where possible.
- Close exterior doors to prevent loss of conditioned air – do not leave exterior doors propped open.
- Exterior windows shall remain closed at all times.
- Be Proactive. Report all equipment failures to the Maintenance Department promptly - log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks.

PERSONAL APPLIANCES

The use of personal refrigerators is not permitted in College buildings if a community refrigerator is available in the area/department.

Personal space heaters are not permitted in College buildings. Individuals experiencing discomfort in their work space should contact the Facility Maintenance Department - log into My.fscj.edu and Select “Building Maintenance Request” in Employee QuickLinks. Facilities will review the building maintenance request to determine the most effective approach to correct comfort deficiency. If required due to HVAC system limitations, the College will issue a space heater for a specific space.

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APPENDIX B

PLANNING & DESIGN SOPs

02.001 - SPACE INVENTORY, MANAGEMENT & REPORTING

02.002 - CAPITAL OUTLAY PLAN

02.003 - CAPITAL IMPROVEMENT PLAN

02.004 - EDUCATIONAL PLANT SURVEY

02.005 - PROJECT PRIORITY LIST

02.006 - COLLEGEWIDE MASTER PLAN

02.007 - FACILITIES FUNDING & BUDGET MANAGEMENT

02.008 - PROJECT MANAGEMENT

02.009 - INTERIOR DESIGN SERVICES

02.010 - FURNITURE, FIXTURES & EQUIPMENT

02.011 - SIGNAGE & WAYFINDING

STANDARD OPERATING PROCEDURE # 02.001**Subject: Space Inventory, Management & Reporting****1.0 Purpose**

To provide clarification on space management processes and related reporting for the College. Facility space is accounted for by the functionality and occupancy of each room. Facilities Planning & Design facilitates the College's space request and allocation process, maintains an accurate space inventory for internal and external reporting requirements, and provides analysis and information that supports the instructional, academic, and institutional space needs of FSCJ.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation**Space Management –**

The primary objectives of space management are to provide a conceptual framework regarding the usage of current and future space; optimize the usage of allocated spaces; minimize redundancy and inefficiency of space usage, and provide space-related information for funding and budgetary decisions.

Space planning guidelines employed by the College are set by the State Requirements for Educational Facilities (SREF) space and design criteria. As good stewards of the College resources, our team shall effectively clarify the need for all College constituents to use allocated spaces in accordance with the College's objectives, with consideration given to optimizing and making the best use of space currently occupied and in planning for future space needs. Utilization reports can be provided to better explain SREF space guidelines, space usage issues, and any need for corrective actions.

Facilities Inventory Database & Validation –

The College's Facility Inventory is housed and maintained within the Florida College System's Facilities/Capital Outlay Database (FCODB).

Each term, the Institutional Advancement & Effectiveness reporting coordinator sends our team

Facilities Database (FDB) verification reports generated by CCTMIS (Community College & Technical Center Management Information Systems) for validation of accuracy.

Predefined CCTCMIS database loads:

- Summer Term Inventory (~Oct 15th)
- Fall Term Inventory (~March 20th)
- Spring Term Inventory (~June 30th)

The Facilities' verification reports include the following reports:

Report Description	File Name
Site Inventory	SITEINIV
Facility Inventory - by campus	FACINV
Room Inventory - by campus	ROOMINV
Facilities Under Construction	FACCONST
Room Inventory - by Space Category	RMSPCAT
Aggregate Room Area by Site	RMAGGSIT
Aggregate Room Area by Facility	RMAGGFAC
Room Area Difference (square footage)	DIFAREA
Facility and Room Area Comparison	SUMAREA
PECO Sites Report	PECOSITE
Exception Report	EXCEPT
Comparative Frequencies	COMPREQ

Reports from the Integrated Database (IDB) also monitored by our team including, but not limited to, the following:

Report Description	File Name
Room Utilization Report	COLLEGE RM UTIL
Room Utilization - Day x Hour Report (CW)	DXHCOL
Room Utilization - Day x Hour Report (By Campus)	DXHFAC
Room Utilization - Day x Hour Report (By Site)	DXHSIT
Room Inventory Only (Rooms - No Matching Data from Course Schedule)	RINVONLY
Room Utilization Data - Duplicates	RMATCDUP
Room Utilization - Room x Day x Hour Report	RMDAYXHR
Room Utilization Data - Weekly Room Utilization	ROOMMATC
Room Utilization Report (Site Totals)	RSITMATC
Space Utilization Report (College Totals)	RSPCCOL
Space Utilization Report (Facilities Totals)	RSPCFAC
Space Utilization Report (Campus Totals)	RSPCSIT

Annually, a field site validation of the facilities room and space inventory should be conducted by the Facilities team. During this process, rooms are physically inspected, validated, and recorded for square footage, room use, room name, and room number.

Verification that all spaces have correct RUC (Room Usage Codes) and ICS (Information Classification Structure) based on how rooms and spaces are being utilized is critical to this process. Information on codes is found in the current data dictionary of Florida College System's Facilities/Capital Outlay Database, which is updated annually.

To determine the Space Category, refer to the State Requirements for Educational Facilities (SREF), Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

Space Categories below:

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

The Room Inventory report (ROOMINV) from the FDB can be converted to an Excel worksheet which serves as a working and field document. The College floor/site plans will also be used for reference during field visits. The FPD team will reconcile the facilities inventory and floor/site plans with current site conditions.

The facilities database and inventory validation shall be followed up with any necessary changes to the College's floor/site plans and the facilities inventory database (FCODB) as well as coordination with IEA's reports coordinator on inventory modifications for submission.

The facilities inventory validation process is one of the key components of the educational plant survey along with a space needs assessment.

Space Needs Assessment -

A space needs assessment or determination of needs is a requirement of the plant survey. The assessment should address space and condition deficiencies and be used in the development of specific project recommendations consistent with approved programs in the Master Plan.

The space needs assessment, which should include the following data elements:

- 1) Facilities Inventory (existing/room-by-room)
- 2) 5-Year COFTE Projections from the CCTCMIS/IDB reports
- 3) Determination of Needs

- a. Space Needs Generation Formulas (Section 6.2, SREF)
- b. Space Utilization Needs Generation Formulas (Section 6.2, SREF)
- c. Educational Program Information
- d. Size of Space and Occupant Design Criteria

The following space categories are included in the formula:

- 1) Instructional
- 2) Academic Support
- 3) Institutional Support

Calculated space needs in each space category are determined by applying an NSF (net square feet) standard per COFTE (Capital Outlay Full Time Equivalent) student enrollment, per SREF guidelines. This approach, as instituted by the Division of Florida Colleges determines square footage allocation.

The type of projects proposed from space needs assessments may include site improvements, renovation, remodeling, and new construction.

The construction of more classroom space should only be considered after existing classrooms are scheduled for a minimum number of hours per week. The Florida College System uses the SREF standard of 40 weekly room hours (WRH) for scheduled credit-hour instruction for each site designation.

The Florida College System uses the SREF for determining classroom space needs. Space needs calculations use annualized COFTE based on projected enrollments from credit hours; not contact hours.

There are two formulas for determining classroom space needs:

1. Using 40 weekly room hours, 60% station occupancy and 12 student hours per COFTE, a classroom utilization index can be calculated to determine the capacity or the number of classroom stations.
2. The Florida College System measures classroom space needs with an NSF per COFTE enrollment (NSF/COFTE) space factor for the number of stations and total NSF. The classroom NSF/COFTE of 13.5, multiplied by the number of COFTE indicates the approximate amount of NSF in the classroom space category needed for that location.

Facilities Condition Assessment

This Facilities Condition Assessment (FCA) is used to measure the physical condition and functionality of buildings and their infrastructure as suitable and appropriate for intended functions.

The FCA process helps to develop accurate data on the condition and performance of assets which

is needed to further define capital renewal or replacement projects and to develop cost estimates and schedules to correct deficiencies for capital improvement, renovation, or modernization projects. The information gathered from the FCA is used during the development of the Collegewide Master Plan.

Conditions surveyed with the FCA include:

- ✓ Site/Civil/Landscaping
- ✓ Exterior Building Envelope
- ✓ Interior Elements
- ✓ Stairs
- ✓ Elevators
- ✓ Flooring
- ✓ Restrooms
- ✓ Signage
- ✓ Electrical
- ✓ Mechanical
- ✓ Plumbing

Phases of the FCA –

- 1) Design the Assessment
 - a. Plan FCA scope
 - b. Create assessment team – Campus Operations, Campus Facilities Directors, etc.
 - c. May need to procure professional services (architect, engineer, etc.)
 - d. Plan assessment schedule
- 2) Data Collection
 - a. Prepare inspection forms or tools (*FMC Facilities Condition Assessment Checklist*)
 - b. Tool should include a ranking system to help generate life-cycle info
 - c. Conduct field inspections
 - d. Prepare findings
- 3) Summarize Results
 - a. Evaluate inspections
 - b. Compile data
 - c. Facility Condition Index (FCI) helps to quantify survey data (FCI = Deferred Maintenance \$ divided by Current Replacement Value \$).
 - d. Prepare summary
- 4) Present Findings
 - a. Prepare final report of findings

NOTE: **Facility Condition Assessment Checklist** form included after this SOP.

Facility and Land Inventory Tracking (FITS & LITS)

The Department of Environmental Protection (DEP) keeps a computerized system for its state land records. The [Florida State Owned Lands and Record Information System \(FL-SOLARIS\)](#) is the system of record used to maintain an online inventory of all facilities and land that are owned, leased, maintained, or otherwise occupied or managed by the state of Florida.

FL-SOLARIS contains two main components:

- 1) [Facility Inventory Tracking System \(FITS\)](#) - Contains all Florida state facility and facility lease data including FCS colleges. It is designed to allow agencies to annually self-report data on owned or managed structures. Reporting links up state facilities to respective land parcels.
- 2) [Lands Inventory Tracking System \(LITS\)](#) - Contains land data for Florida state agencies including FCS colleges. The FITS information gets integrated with available LITS data which creates a link between facilities and the lands they occupy.

All state agencies, including FCS colleges, are required to submit or update pertinent land and facility data into the FL-SOLARIS system through the [MyFDEP portal](#).

Due date for FITS/LITS annual identification/report: August.

State Facilities Inventory (SFI) Annual Report

The State Facilities Inventory group of the Department of Management Services (DMS) and Real Estate Development and Management (REDM) is required to maintain a [State Facilities Inventory \(SFI\)](#), which is an automated inventory of all State-owned/managed buildings with over 3,000 square feet or more. The DMS compiles a [Master Leasing Report](#) and information on the Florida College System Portfolio is included. A State Facilities Inventory (SFI) Annual report was published by DMS and DEP in October which includes a list of state-owned property for disposition and recommended surplus building information.

The DMS conducts annual lease data validation, which includes reporting on Agency Inventory Overview and Agency Lease Updates. Our team gathers and submits these required reports for the College.

Facility Property Valuation Report

Coordination with Risk Management to maintain FSCJ's Facility Property Valuation Report.

Provide valuation and utilization information to Institutional Advancement & Effectiveness/Institutional Analytics and Research for the College's annual FACT BOOK publication.

4.0 Materials & Equipment

FMC Facilities Condition Assessment Checklist

Florida College System's Facilities/Capital Outlay Database (FCODB)

Florida State-Owned Lands and Record Information System (FL-SOLARIS)

5.0 Regulatory Compliance

[State Requirements for Educational Facilities \(SREF\)](#)

[Florida Department of Education \(FLDOE\)](#)

[Florida College System \(FCS\) Facilities/Capital Outlay Database](#)

[Florida Administrative Code \(FAC\) Rule: 6A-2.0010, Educational Facilities](#)

[Florida Statutes, Section 1013.31](#)

[Florida Database Dictionary](#)

6.0 Training

Attendance of related trainings including, but not limited to:

State Requirements for Educational Facilities (SREF) & Florida Building Code

FEFPA (Florida Educational Facilities Planners' Association) Conference

FLAPPA Annual Conference

[FL-SOLARIS - Facility Inventory Tracking System \(FITS\) Agency Account Manager Training](#)

7.0 Communication

The FPD team shall effectively clarify the need for all College constituents to use allocated spaces in accordance with the College's objectives, with consideration given to optimizing and making the best use of space currently occupied and in planning for future space needs. Utilization reports can be provided to better explain SREF space guidelines, space usage issues, and any need for corrective actions.

The FPD team shall coordinate with the Institutional Advancement & Effectiveness Reports Coordinator on updates & changes to the Facilities and Capital Outlay database (FCODB).

8.0 Records Management

FSCJ Campus Plans

FSCJ Evacuation Plans

FACILITY CONDITION ASSESSMENT CHECKLIST

Florida State College at Jacksonville

Facilities Management and Construction

Condition assessment score options		
5	New	New or like new condition, no issues to report; no expected failures; plan 8-10 years
4	Good	Good Condition; no reported issues or concerns; consider replacement in 6-8 years
3	Fair	Fair Condition, Average wear for building age; no issues to report; replace within 4-6 years
2	Poor	Worn from use – end of expected lifecycle. Replace within 2 – 4 years
1	Critical	Extremely worn or damaged; replace within next 1 to 2 years.

	Building # & Description
	Campus/Center
	Survey date
	Surveyors

#	ITEM DESCRIPTION	CONDITION							COMMENTS/ RECOMMENDED ACTION	Approx. cost
		5	4	3	2	1	na			
	SITE / CIVIL / LANDSCAPING									
1	Sidewalks & Crosswalks									
2	Paving – Driveways & parking areas									
3	Striping / pavement markings									
4	Signage									
5	Pedestrian access (ADA & Safety)									
6	Landscaping vegetation									
7	Irrigation									
8	Stormwater management									
9	Loading Dock									
10	Dumpster areas & refuse collection									
11	Other site items									
	EXTERIOR BUILDING ENVELOPE									
12	Building Entry									
13	Covered walkways									
14	Exterior walls									
15	Exterior sealants / expansion joints									
16	Exterior Doors									
17	Windows									
18	Louvers & Vents									
19	Roofing & roof flashings									
20	Roof top equipment									
21	Skylights									
22	Gutters & downspouts / Roof drains									
23	Other Exterior items									
	INTERIOR ELEMENTS									
24	Wall Finishes (classrooms)									
25	Wall Finishes (corridors and common areas)									
26	Wall Finishes (restrooms)									
27	Millwork									
28	Casework/ Furniture									
29	Interior doors									
30	Door hardware									
31	Ceilings (Acoustical clg. tile)									
32	Ceilings (Drywall)									
33	Ceilings (Other)									
	STAIRS									
34	Treads, risers & landings, Railings									
35	Hand rails & guard rails									

FACILITY CONDITION ASSESSMENT CHECKLIST

(continued)

Florida State College at Jacksonville
Facilities Management and Construction

Survey date		Building #
Surveyors		Bldg. Descr.
		Campus/Center

#	ITEM DESCRIPTION	CONDITION						COMMENTS/ RECOMMENDED ACTION	Approx. cost
		5	4	3	2	1	na		
	ELEVATORS								
36	Elevator equipment								
37	Elevator interior								
	FLOORING								
38	Carpet- General areas								
39	Vinyl composition tile (VCT) Gen. Areas								
40	Ceramic tile – Gen Areas								
41	Classroom Flooring								
	RESTROOMS								
42	Restroom Flooring								
43	Toilet partitions								
44	Walls								
45	Accessories- Soap disp., towel disp, etc.								
	SIGNAGE								
46	Way finding signage for students								
47	Room signage								
48	ADA signage								
49	FSCJ branding signage								
50	Safety signage – fire exit, OSHA, other								
	ELECTRICAL								
51	Lighting- Classrooms & labs								
52	Lighting- General areas								
53	Lighting controls								
54	Lighting -Emergency								
55	Fire Alarm system								
56	Security System								
57	Lightning protection								
58	Electric service switchgear								
	MECHANICAL								
59	HVAC system								
60	HVAC control system (Siemans,Trane etc.)								
61	Cooling plant- chillers								
62	Cooling plant- cooling towers								
63	Cooling plant- chillers								
64	Pumps & piping								
65	Exhaust systems								
66	Heating plant								
67	Potable water								
68	Fire protection- sprinkler systems								
	PLUMBING								
69	Restroom Fixtures								
70	Water fountains								
71	Custodial closets								
72	Piping- Hot & Cold lines, Valves								
73	Drain lines/ sanitary sewer lines								

STANDARD OPERATING PROCEDURE # 02.002**Subject: Fixed Capital Outlay/Legislative Budget Request****1.0 Purpose**

To provide clarification on the annual College's fixed capital outlay legislative budget planning and request process. Capital outlay is defined as money expended to maintain, upgrade, acquire, or repair capital or fixed assets (property, plant, and equipment). Capital outlay funds can be used for Real Property (land, buildings, fixtures, and fixed equipment), site improvements, retrofits for energy conservation, major repairs and renovations that extend useful lifecycle, major equipment purchases, life safety upgrades, etc.

The College is required to adopt a capital outlay budget for the following fiscal year and it shall be part of the comprehensive annual budget. The capital outlay budget should align with the College's educational plant and ancillary facilities plan.

Per [Florida Statute 1013.60](#), the College shall submit, on an annual basis, a three (3) fiscal year plan with supporting information/data to the Commissioner of the Department of Education requesting funds from the Public Education Capital Outlay and Debt Service Trust Fund for capital improvement projects (remodeling, renovations, maintenance, repairs & site improvements).

The budget plan shall designate the proposed capital outlay expenditures by project from all fund sources. The three (3) fiscal years are to include (actual prior-year expenditures, current-year estimated expenditures, and budget-requested expenditures for the next fiscal year). Funds are allocated based on the 'sum of digits' formula which includes the square footage of buildings, the facilities inventory, the age/valuation of buildings, and established needs.

Funds approved and appropriated by the Legislature for comprehensive educational plant needs are given priority consideration based on the detailed information submitted in the budget request process which includes the Capital Improvement Plan (CIP), any requests for Operating Costs for New Facilities (OCNF), and any requests for Back of Bill (BOB) funds.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

The Division of Florida Colleges is responsible for the Capital Improvement Plan (CIP)/Legislative

Budget Request (LBR) process for the Florida College System (FCS).

3.0 Implementation

The internal planning process is highlighted below:

- Create/update the CAPITAL OUTLAY SUMMARY worksheet
- Call for projects - Annual Facilities Improvement Funding Plan - A call for project requests shall also be made annually through College administration for possible inclusion on the list.
- Update PROJECT REQUEST LIST – Meetings with the CFDs - With coordination by the Facilities Planning & Resource Manager, meetings are conducted by the AVP of Facilities Management & Construction with Campus Facilities Directors to update the internal project list.
- Create Annual CIP

The Capital Improvement Plan (CIP) describes the College's plan for its building needs in new construction, remodeling, general maintenance, and renovation projects. Annual, our team coordinates and documents updates to the CIP in accordance with current guidelines and forms furnished by the Division of Florida Colleges. The projects are prioritized for each campus and center. The projects included in the CIP are based on recommendations in the current 5-Yr Educational Plant Survey document. Upon approval by the DBOT, the CIP is submitted as part of the annual legislative budget request.

The Project Priority List (PPL) includes general maintenance and renovation/remodeling projects to be presented to the Legislature for potential funding from the Public Education Capital Outlay and Debt Service Trust Fund (PECO) as described in [Florida Statute 1013.64 \(2\)\(a\)](#).

Annual schedule of State & College Level Capital Outlay Planning Process:

APRIL – Capital Improvement Plan and Facilities Planning Workshop held by FLDOE

APRIL – Request for projects – Annual Facilities Improvement Funding Plan

APRIL – Update Project Request List with CFDs

MAY – Finalized project list to DBOT for Budget Planning Workshop

JUNE – 5-Yr or supplemental Educational Plant Surveys due

JUNE – Office of Educational Facilities Budgeting provides annual financial report (6/30)

JULY – Submission of Capital Improvement Plan (CIP) and Legislative Budget Request (LBR) to the Division of Florida Colleges

AUGUST – FITS/LITS

SEPTEMBER – CIP submission due date – Mid-month

OCTOBER – The Division’s prioritized project list to the Governor’s office and the Legislature

OCTOBER –Legislative Budget Request Deadline – 10.15

NOVEMBER – Division requests updates from Colleges for Operational Cost of New Facilities (OCNF) and Back-of-Bill (BOB) items

DECEMBER - List reviewed and anomalies discussed with Colleges

4.0 Materials & Equipment

Legislative Budget Request Reporting Procedures packet

Accounting Manual for Florida’s College System

5.0 Regulatory Compliance

[Florida Statute 1013.60](#)

[Florida Statute 1013.64 \(2\)\(a\)](#)

Florida Statute 235.18

[Florida Statute, Chapter 1011 Planning and Budgeting](#)

State Board of Education Rule 6A-14.0716(6)

FSCJ APM 08-0105

[FIXED CAPITAL OUTLAY - FLDOE](#)

6.0 Training

Annual CIP/Facility Planning Workshop – Spring

7.0 Communication

Forms and instructions are provided annually from the Florida College System’s Office of Financial Policy. A Legislative Budget Request Reporting Procedures packet will be sent to all 28 colleges and can also be found here - [Florida's Fiscal Portal](#).

8.0 Records Management

Maintain an electronic copy of CIP within the Facilities Planning & Design SharePoint under the FLDOE State Reporting Folder.

STANDARD OPERATING PROCEDURE # 02.003**Subject: Capital Improvement Plan (CIP)****1.0 Purpose**

Capital improvement or renewal is the upgrading or replacement of facilities, major building systems, and supportive infrastructures. To fund this, each fiscal year, all 28 Florida Colleges are required to submit a Capital Improvement Plan (CIP) with a five-year time horizon to the Executive Office of the Governor on or before the set submission date.

The CIP is a systematic approach to identifying, justifying, and incorporating expenditures necessary for new facilities, maintenance, and repair of existing capital assets into the annual Fixed Capital Outlay/Legislative Budget Request (LBR). Documentation for the CIP includes information on recurring funds for general and preventive maintenance plans as well as cost-effective strategies to finance specific capital renewal projects for the College.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

The Division of Florida Colleges is responsible for the Capital Improvement Plan (CIP)/Legislative Budget Request (LBR) process for the Florida College System (FCS).

3.0 Implementation

As part of the annual comprehensive capital facilities planning and budgeting process, the College must submit an annual Capital Improvement Plan (CIP) to the Division of Florida Colleges, which is part of the legislative budget request. The CIP reports from all 28 Florida Colleges form the annual 3-year capital outlay project list that allows institutions to spend State funds.

The CIP forms are used to provide concise financial details for each capital improvement project for the College. To help with CIP completion and submittal, detailed instructions and all related forms are available online, at [Florida's Fiscal Portal](#).

With the annual submission date typically in mid-September, work on the CIP should commence by February/March as best practice.

The CIP includes the following sections/forms:

CIP-1:

- Narrative Overview of the College's Capital Improvement Plan
- Current Status of Funded/Budgeted Project List from all funding sources

CIP-2:

- Consolidated Capital Outlay Request
- Project 5-year financial data must be entered into LAS/PBS to create the College's consolidated Fixed Capital Outlay (FCO).
- LAS/PBS - Legislative Appropriations System/Planning and Budgeting Subsystem
- LAS/PBS - An automated system designed to formulate budgets, provide planning capabilities, develop automated summary reports, and produce the General Appropriations Act.
- Project Summary - Summarizes the projects and data presented in the CIP-3 and CIP-4 forms for the individual maintenance/repair, renovation, remodeling, and construction projects of the College's Capital Improvement Program.

CIP-3:

- 5-year New Project Budget Request
- Contains three sections including (1) New Construction, (2) Remodeling, (3) Renovation
- Each section contains a project narrative, a 5-year cost calculation worksheet, and a scoring worksheet.
- The CIP-3 is used to justify and describe projects for new facilities, major additions, remodeling and renovations to existing facilities, and property acquisitions which the college plans to initiate during the five years of the CIP.

CIP-4:

- Maintenance Strategies: Operational Maintenance Budget Request
- This form helps to explain the financial components of the College's operational maintenance plan.
- Identifies critical maintenance and repair projects, as well as major renovation and site improvement projects.

CIP-5:

- Planning Capital Renewal, Code & Licensure, Major Repairs Budget Request
- Includes detailed financing of specific capital renewal projects.

CIP-A:

- Leased Space Budget Request
- Describes agency facility leases.

CIP-B:

- Local Government & NSE Capital Outlay Grant Request
- Used for capital outlay grants to local governments and non-state entities.

The information from the CIP 2, CIP 3, and CIP 4 form the basis for the selection of projects for the Division's Legislative Budget Request. The 3-year capital projects list will be developed by using CIP information from all 28 Florida Colleges per [Section 1013.64\(4\)\(a\), Florida Statutes](#). The State Board of Education shall submit a 3-year priority list for Florida College System institutions that reflect the decisions made regarding all submitted capital projects.

4.0 Materials & Equipment

Detailed instructions for all six CIP sections and all related forms are available online, at [Florida's Fiscal Portal](#).

5.0 Regulatory Compliance

Florida Statutes:

[Sections 216.015-.016](#) Capital Facilities Planning and Budgeting Act

[Section 216.043](#) Budgets for Fixed Capital Outlay

[Section 216.044](#) Budget Evaluation by Department of Management Services

[Section 216.0442](#) Truth-in-Bonding statements

[Section 216.182](#) Approval of Fixed Capital Outlay Program Plan

[Section 339.135](#) Work Program; Legislative Budget Request; definitions; preparation, adoption, execution, and amendments

[Section 1013.64\(4\)\(a\)](#) Funds for comprehensive educational plant needs; construction cost maximums for school district capital projects

FSCJ, APM 08-0105 *PECO FUNDING REQUEST PROCESS FOR EDUCATIONAL FACILITIES*

6.0 Training

Annual CIP/Facility Planning Workshop – Spring

7.0 Communication

Forms and instructions are provided annually from the Florida College System's Office of Financial Policy. A Legislative Budget Request Reporting Procedures packet will be sent to all 28 colleges and can also be found here - [Florida's Fiscal Portal](#).

8.0 Records Management

Maintain an electronic copy of CIP within the Facilities Planning & Design SharePoint under the FLDOE State Reporting Folder.

STANDARD OPERATING PROCEDURE # 02.004**Subject: Educational Plant Survey****1.0 Purpose**

[Florida Statute, Section 1013.31](#), requires that at least once every five years each Board shall conduct an Educational Plant Survey (EPS) to aid in providing physical facilities necessary to accommodate its academic programs, students, faculty, staff, and services during the next five-year period. The plant survey is a systematic evaluation of existing facilities, programs, and activities to determine the College's needs for their educational facilities. The EPS is an integral part of the comprehensive fixed capital outlay planning process. Survey recommendations are also key to master planning for the College.

Per the [State Requirements of Educational Facilities \(SREF\)](#), the plant survey process shall include student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space & occupant design criteria (SREF, 6.4). An evaluation and validation of the College's facilities room and space inventory is needed to ensure the information in the Department of Education's statewide facilities inventory database is accurate at the time of the survey. After the inventory validation, the existing plant information is compared against the determination of needs, which guides the formation of recommendations to resolve the differences.

Workforce Education program needs are to be evaluated and reported as part of the survey process. This includes conducting labor market data and needs analysis using [regional demand occupations](#) information gathered from the Department of Economic Opportunity. Input from the Provost's Academic Support Team is key to the process for the evaluation of the College's programming needs.

To meet Statutory requirements, the Division of Career and Adult Education (DCAE) must document the need for additional career and adult education programs and the continuation of existing programs. To accomplish this a *DVE 768/Workforce Education, Current and Projected Program Facility Needs* form must be completed for the five-year or supplemental educational plant survey. The DVE form/report is required 'before' the final EPS can be submitted.

Programs recommended on the DVE 768 must include where the Documentation of Need originated. Below are the choices from the 2022-2023 DVE 768:

1. **DOL** – Florida Statewide Demand Occupations List – Annual labor market report
2. **RDOL** – Regional Demand Occupations List – Annual labor market report (*Workforce Development Area 8 - Baker, Clay, Duval, Nassau, Putnam, and St. Johns counties*)
3. **FDOACS** – Florida Department of Agriculture & Consumer Services - Labor Market Alignment Information for Agriculture, Food, and Natural Resources Programs
4. **NCP** - Exploratory, orientation, technology education, DCT, special needs, and other non-career preparatory (NCP) programs are approved by the Division of Career and Adult Education as feeder courses to programs listed on the DOL/RDOL.
5. **AE** – Adult Education programs must be approved if new construction, renovation, or adult education facilities are planned.
6. Cooperative training and directed study courses are within the approval of related job preparatory programs.
7. **CSB** - When a program doesn't fall under any of the categories above (1-6), a letter of endorsement provided by the Regional Career Source Board (CSB) must be submitted. This letter will serve as documentation of "local need" for programs not meeting the criteria for inclusion on DOL/RDOL. Letters are to be addressed to the Florida Department of Education and are generated by Career Source Northeast Florida.

Located on the FLDOE website, CTE Curriculum Frameworks webpage, curriculum frameworks for each program, notate curriculum for programs offered by the Florida College System (FCS). Standard Occupational Classification (SOC) codes can be found in each of the CTE curriculum frameworks.

The survey shall also include documentation of how the recommendations will integrate with local comprehensive plans and land use/development regulations. All the plant survey recommendations comprise the comprehensive Fixed Capital Outlay Pan for the College

Below are the sections of the educational plant survey report -

1. Survey Details
2. Survey Cost Summary
3. Expenditures by Project Type
4. Expenditures by Fund Source
5. Capital Outlay Bonds
6. COFTE Projections

7. Summary of Satisfactory Student Stations
8. Existing Satisfactory Student Stations by Space and Facility
9. Summary of Existing & Recommended Square Footage
10. Facility Lists
11. Survey Recommendation Details

Five-year and supplemental surveys shall be electronically transmitted to the Office of Educational Facilities (OEF) via the FLDOE's Educational Facilities Information System (EFIS). The EFIS software will generate the required square footage and student stations for the planning of programs based on the SREF's space design criteria.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

The Office of Educational Facilities (OEF) is responsible for the Educational Plant Survey process for the Florida College System. The Division of Florida Colleges sets criteria and provides software that colleges must employ when preparing the Educational Plant Survey every five years, which then forms the basis for the annual Capital Improvement Plan.

3.0 Implementation of the Survey

Step 1 - ACADEMIC PLAN – PROGRAMS – Know what educational programs must be supported by the College facilities.

Step 2 - AUTHORIZED SS & SF – Know what facilities the College is authorized to use. Authorized facilities are determined by converting projected student COFTE into (1) Instructional & (2) Support Space Requirements. ****EXISTING + PLANNED/NEEDED = AUTHORIZED*

Step 3 - EXISTING SS & SF – Know what facilities the College has. Existing facilities are the instructional and support spaces listed in a validated inventory. ****AUTHORIZED – EXISTING = RECOMMENDED*

Best Practice steps for implementation are below:

Develop survey plan: Schedule, site data, academic programs, enrollment, space needs, inventory data, project summaries & justifications.

Academic Program Planning

- Get a list of current educational programs offered at FSCJ.
- Provost's Academic Support Team, develop meeting schedule (?)
- Develop a Program Facilities List (PFL) for each site (*Detailed list of all facilities & related projects*)

anticipated for the next 5 years)

- Make a copy of the facilities list from the previous survey. Review to determine what recommendations have been completed, or need to be removed, & which recommendations need to be carried forward to a new survey.
- Create a Master Facility List for each site to include total student stations: General Classrooms, Non-Vocational & Vocational.
- Attain current year DVE 768 instructions from FLDOE.
- Review [OEF Training - DVE 768 Instructions](#)
- Gather supportive material for the DVE 768/Workforce Education, Current and Projected Program Facility Needs report including the [Regional Demand Occupations List \(RDOL\)](#) and the [Statewide Demand Occupations List \(DOL\)](#).
- Set up meetings with the Academic Team – Determine educational programs to be continued, discontinued & introduced. Develop comments regarding degree program facility needs.
- Complete the DVE 768 Report to include program planning information and gather any other materials needed for submittal (i.e. Endorsement letters from the Career Source Board)
- List programs alphabetically, secondary first and followed by career certificate/post-secondary.
- Get DBOT's approval for the Program Facilities List.
- Submit via email the 'DBOT approved' DVE 768 EXCEL report with programs and any supportive documentation to FLDOE's Educational Consultant. (Send editable EXCEL, not PDF)
- The Division of Workforce Education (DWE) must approve all career, technical, and adult educational programs, for which any survey recommendations are made.

Facilities Inventory Validation/Verification of Data

- Facilities & Capital Outlay Database (FCODB) – Site, facility & room info
- Use & review CCTCMIS & IDB Reports – FCODB (Room Use Codes, ICS Codes, Utilization)
- Establish schedule & coordinate logistics for validation fieldwork
- Reconcile Facilities Inventory & Schematics with actual on-site conditions
- Make needed updates to facilities inventory & schematics based on field validation

Space Needs Assessment

- Perform needs assessment: Review proposed projects in relation to programs, space needs, data, current inventory, and any special justifications...
- Division of Florida Colleges provides COFTE (Capital Outlay Full Time Equivalent) Projections (~Early June?) – Enrollment analysis & space computations.

- Using SREF's Space Categories by Room-Use Code and Information Classification Structure Code, convert projected COFTE into Student Stations & Space Needs.
- Reconcile Student Stations & Spaces to determine surpluses & deficiencies.
- Reconcile Program Facilities List (PF) with Facilities Inventory & determine excesses, surpluses & deficiencies.
- Prepare Survey Recommendations for new construction, remodeling & renovation projects based on unmet needs (eliminate excesses, surpluses & deficiencies).
- Determine Adjusted Needs for Facilities (Student Stations & Auxiliary Space)
- Develop proposed projects, scopes & justification
- Develop comments regarding proposed projects (CIP & Master Plan)
- Prepare an initial summary of survey recommendations
- Prepare a final summary of survey recommendations
- Prepare written report
- DBOT Approves Survey
- Submit Survey to DOE via EFIS for Validation
- Develop the Project Priority List (PPL) - order of priority for the expenditure of CO&DS funds
- DBOT Approves PPL & President signs form
- Submit PPL to DOE via EFIS

Educational Facilities Information System (EFIS)

1) New Survey Creation (EFIS)

EFIS>Florida Colleges>Manage Surveys>Create New Survey

- Click – Facilities Inventory Confirmation
- Click – Verify the COFTE projections are accurate & represent the expected enrollments for this educational plant survey period

2) Enter Master Facility List info for each site (EFIS)

EFIS>Florida Colleges>Facility List & Inventory>View/Edit Facility List

- Enter the total Student Stations needed & Stations per space for each category & sub-category based on the current Program Facilities List. Click Save.

3) Enter Recommendations (EFIS)

EFIS>Florida Colleges>View Recommendations

- Add recommendations & type
- Enter collegewide & site recommendations for each campus
- Click 'Mark as Complete' on each section

4) Enter Facility Lists (EFIS)

EFIS>Florida Colleges>Facility List & Inventory>View/Edit Facility List

- Enter facility list for each site (Total stations - General Classrooms, Non-Vocational & Vocational)
- Enter the total Student Stations needed and Stations per space for each category and Sub-category (based on the current Program Facilities List). Click Save.
- Without the facilities list detailed new construction, renovation, and remodeling recommendations cannot be made.

5) Enter New Construction/Remodel/Renovation Recommendations (EFIS)

EFIS>Florida Colleges>View Recommendations

- Enter recommendations & use drop-downs; click Save

4.0 Regulatory Compliance

[Section 1013.31\(1\)\(a\), Florida Statutes](#) Educational plant survey; localized need assessment

[Section 1001.64\(34\), Florida Statutes](#) FSC institution boards of trustees; powers and duties.

[Section 1013.40\(1\), Florida Statutes](#) Planning and construction of FSC Institution facilities

[State Requirements for Educational Facilities \(SREF\)](#)

Florida College System, Facilities/Capital Outlay Database (FCODB) preserved by the Community College & Technical Center Management Information Systems (CCTCMIS)

5.0 Training

[State Requirements for Educational Facilities \(SREF\)](#)

[OEF Training – Supplemental \(SPOT\) Survey](#)

[OEF Training - DVE 768 Instructions](#)

6.0 Communication

Post the current plant survey on the FSCJ website.

8.0 Records Management

Maintain plant survey information in FPD SharePoint files.

STANDARD OPERATING PROCEDURE # 02.005

Subject: Project Priority List

1.0 Purpose

To clarify the development process for the College's Project Priority List (PPL) which is a ranked list of educational plant survey recommended capital outlay projects approved by the Commissioner on behalf of the State Board of Education and is a requirement for the expenditure of Capital Outlay and Debt Service Funds (CO&DS). The CO&DS funds are highly restrictive and can only be spent on projects on the approved PPL.

Projects from the PPL are included in the annual Capital Improvement Plan (CIP). The CIP is submitted to the Division of Colleges for prioritization along with the other 27 colleges' plans, and a consolidated list is submitted to the Legislature for Public Education Capital Outlay (PECO) funding.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Steps to Create Annual Project Priority List (PPL) -

Projects on the PPL are to be categorized as indicated below:

- I. Completed
- II. Under Construction
- III. Planned
- IV. Deleted

Recommendations on the PPL, per SREF and Florida Building Code respective specifications, should be listed as follows:

- A. Life Safety corrections
- B. Modifications for accessibility
- C. Replacement of roofs and membranes
- D. Replacement or purchase of equipment for existing facilities
- E. Provision of sanitation facilities
- F. Provision of custodial facilities

Projects must have a priority rating letter, as established by [SREF, Section 2.1\(5\)\(e\)](#).

The projects on the PPL are rated as either A or B:

- ✓ A-rated projects: Have priority in eligibility for expenditure of funds.
- ✓ B-rated projects: Are eligible for expenditure after all 'A projects' recommended in the current survey are under contract

After the 5-year Educational Plant Survey (EPS) has been validated by the Department of Education, a required FLDOE form OEF 217FC with a Project Priority List (PPL) shall be submitted through the Educational Facilities Information System (EFIS).

The PPL form must be approved by the Board of Trustees, signed by the College President, and submitted to the FLDOE via EFIS.

4.0 Materials & Equipment

FLDOE form OEF 217FC - *REQUEST TO STATE BOARD OF EDUCATION FOR APPROVAL OF ORDER OF PRIORITY FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS* with a Project Priority List (PPL)

Educational Facilities Information System (EFIS)

5.0 Regulatory Compliance

[Section 9, Article XII](#), Constitution of the State of Florida

State Requirements for Educational Facilities (SREF)

FSCJ APM 08-0105 - PECO FUNDING REQUEST PROCESS FOR EDUCATIONAL FACILITIES

6.0 Training

State Requirements for Educational Facilities (SREF)

[Project Priority List \(PPL\) Process](#), OEF, FLDOE YouTube Tutorial

7.0 Communication

Project Priority List (PPL) shall be submitted through the Educational Facilities Information System (EFIS).

8.0 Records Management

Maintain an electronic copy of PPL within the Facilities Planning & Design SharePoint under the FLDOE State Reporting Folder.

STANDARD OPERATING PROCEDURE # 02.006

Subject: Collegewide Facilities Master Plan

1.0 Purpose

Facility master plans create a roadmap for capital projects to support more significant strategic initiatives set by the College. Master plans follow a logical developmental process: Vision> Analysis> Planning> Implementation. An effective master plan articulates guidance to fund, modify, renovate, construct, and advance future facility requirements and needs.

Every five (5) years, utilizing educational plant survey information and through collaboration with Leadership, campus administration, faculty, staff, students, and business leaders; a Collegewide Facilities Master Plan is developed and approved by the District Board of Trustees. The group identifies needs or changes to site amenities, new buildings, building additions, major remodeling, parking, infrastructure, and other critical campus or center features needed to accommodate college students and staff.

The Master Plan graphically summarizes the College's Capital Improvement Plan (CIP) and should be used as a comprehensive facility planning for current and future capital outlay improvements. It will guide the development of the College and should be updated annually based on the list of projects submitted during the preparation of the CIP. The Master Plan helps to support FSCJ's Capital Campaign to help raise funds that will increase the College's capacity and pursue its mission.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Master Planning shall consider the goals and objectives of the College; and incorporate the educational plant survey recommendations and capital improvement plan criteria.

Best practices below:

- ✓ Set Schedule
- ✓ Create Master Plan Goals, Objectives, and Strategies

I. Academic Programming

- Participatory process - Create Master Planning Steering Committee
- Evaluate Campus programs and investigate anticipated new activities and/or programs.
- Review Utilization Data
- Space Needs Assessment
- Synchronize recommendations from the 5-Year Plant Survey and CIP processes as appropriate.
- Identify and assess academic problems & opportunities where appropriate.
- Review and evaluate classroom utilization and coordinate improvement recommendations
- Define short-term, mid-term, and long-term program criteria to apply to corresponding project implementation plans.
- Develop strategic program implementation models and phasing options.
- Prepare final space program for short-term, mid-term, and long-term space need solutions.
- Create Project Implementation Plans

II. Site Planning

- Evaluate sites – Existing conditions, general site data, existing plans, and unique conditions.
- Identify ‘Problems and Opportunities’ and graphically portray them on a site plan and/or aerial.
- Assess problems and identify design criteria to improve or mitigate them.
- Help define civic spaces and special outdoor areas/rooms to improve student experience.
- Assess utility infrastructure age and needed upgrades for a multi-year renewal program where needed.
- Assess Campus and Center security and apply safety design principles where appropriate.
- Provide development options for needed renovation, remodeling, and new construction projects for evaluation by College design team members.
- Refine selected site development and upgrade options into an approved preferred comprehensive plan for each site.
- Develop landscape and hardscape standards for phased implementation Collegewide.
- Develop way-finding signage standards for phased implementation Collegewide.
- Coordinate with local agency comprehensive plans and zoning requirements (including landscape codes, sign ordinances, etc.)
- Prepare final site development plans for short-term, mid-term, and long-term solutions

and identify budget estimates for each feature.

- Develop an Illustrative Concept Site Plan for proposed facilities upgrades to use for marketing and fund-raising purposes.

III. **Architectural**

- Create Scope for Professional Architectural Consultant RFQ – if applicable.
- Identify current space utilization by selected space categories. (classrooms, vocational labs & non-vocational labs)
- Validate the condition of critical building systems, envelopes, and roofs.
- Document the condition of existing buildings (Use the College’s Facilities Condition Assessment Report).
- Define architectural standards for interior finishes and lighting and assess problem areas.
- Address visibility of inside student activities to promote and encourage visitor or passerby interest.
- Develop a conceptual framework for future facility planning and design to enhance the student experience.
- Identify applicable code and ADA deficiencies where observed.
- Develop Illustrative Concept Plans for each Campus and Center to use for marketing and fund-raising purposes.

4.0 **Materials & Equipment**

Capital Improvement Program (CIP) Plan

Educational Plant Survey (EPS)

5.0 **Regulatory Compliance**

[State Requirements for Educational Facilities \(SREF\)](#)

FSCJ APM 08-0104 - *FACILITIES FIVE-YEAR EDUCATIONAL PLANT SURVEY AND COLLEGE MASTER DEVELOPMENT PLANS*

6.0 **Training**

State Requirements for Educational Facilities (SREF)

7.0 **Communication**

Post the current Master Plan on the FSCJ website.

8.0 **Records Management**

Maintain all files in FPD SharePoint

STANDARD OPERATING PROCEDURE #02.007

Subject: Facilities Funding & Budget Management

1.0 Purpose

To develop standards and clarification on strategic funding and budget management practices for Collegewide projects and maintenance. Sound financial, budgeting, and accounting practices are imperative within the State system due to the numerous Statutes and Rules governing funds. A clear understanding of funding streams and how to develop, prepare, and monitor Facilities and major project budgets is key to compliance with fiduciary responsibilities for the College.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

There are numerous funding sources used to support educational facilities. The methods of appropriation, allocation, distribution, and expenditure restrictions vary based on the funding stream.

The Florida College System uses fund accounting whereas resources are allocated to and accounted for as separate funds. Funds are defined as fiscal and accounting entities with self-balancing sets of accounts. For reporting purposes, grant and project numbers are five-character codes that are designated by the FLDOE.

Below is a list of the funds typically used by Facilities:

Fund 1 Current Funds – Unrestricted: This fund is used to account for those economic resources that may be used to accomplish the primary and supporting objectives of the College.

- The funds are derived from Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers, and Other Fees.

Fund 2 Current Funds – Restricted: This fund is also used to account for those economic resources that may be used to accomplish the primary and supporting objectives of the college.

- The funds are derived from Federal Grants, State Grants, Restricted Funds, and Local/Special Grants.

Fund 7 Unexpended Plant Funds: This fund is used to account for resources that are available for

the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

- These funds are derived from PECO Funds, CO&DS Bonds/License Tag Fees, Interest Earnings, and Local Transfers (Capital Outlay Budget).

To support capital purposes, Florida Colleges are allocated funds from various sources including:

1. Capital Improvement fees
2. Capital Outlay and Debt Service funds
3. Public Education Capital Outlay funds
4. Matching and Local funds

Capital Improvement Fees (CIF)

These funds are derived from student fees collected at the time of registration. Fees serve as a source of revenue that the State of Florida pledges against bonds. The projects financed from this revenue source are primarily student-related, meaning that the projects provide facilities such as student activity centers, outdoor recreation facilities, and athletic facilities.

Capital Outlay and Debt Service (CO&DS)

State source of capital outlay revenue for institutions in the Florida College System. The revenue is derived from motor vehicle and tag proceeds. Funds can be used for acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of capital outlay projects.

Public Education Capital Outlay (PECO)

Primary State funding source for construction and maintenance of educational facilities. The revenue is derived from the gross receipt taxes on utilities. Consistent with survey recommendations and projects as included in the Capital Improvement Plan (CIP). Includes PECO and PECO SYD (Sum of the Years Digits).

Other/Local-

For any capital project as determined by the College and included in funds budgeted by the District Board of Trustees (typically from the Unrestricted Funds).

General Revenue Funds

Operating budgets

Grants

State Deferred Maintenance (SDM)

Funding for deferred maintenance projects from the Deferred Building Maintenance Program list

Management of Facilities Recurring Maintenance Funds

RMC – Tracking sheet for Collegewide Fund 7

RMC Audit Process

RMC Meetings – Discuss project budget availability, needs, and reductions, Review old, new, and ongoing projects, and Record project documentation for meetings.

4.0 Materials & Equipment

5.0 Regulatory Compliance

[FLDOE's Florida System Accountability Accounting Manual](#)

[FS 1009.23\(11\)\(a\)\(b\)\(c\)\(d\)](#) Florida College System institution student fees

[FS 1013.65](#) Educational and ancillary plant construction funds; Public Education Capital Outlay and Debt Service Trust Fund; allocation of funds.

[FS 1011](#) Planning and Budgeting

[Florida Constitution Article XII, Section 9, Subsection \(a\)](#) Bonds

6.0 Training

RMC Fund 7 Training

7.0 Communication

8.0 Records Management

Maintain electronic copies of budgets within the Facilities Planning & Design SharePoint.

STANDARD OPERATING PROCEDURE # 02.008**Subject: Construction Project Management****1.0 Purpose**

To provide major and minor construction project management, and project reporting for the College. This includes the management and coordination of multiple aspects of planning, design, budget, renovation, and installation processes for projects.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD) and the AVP of Facilities Management & Construction (FMC), the team shall ensure the implementation of these procedures and their requirements.

The Facilities Construction Project Manager oversees the planning, design, and construction of Capital facilities projects to ensure the project is designed and constructed in accordance with the project scope, budget, and timeline.

The Campus Facilities Directors assist with capital project management, monitor project progress, and serve as liaisons to contractors.

3.0 Implementation

- Identify needs and funding for projects.
- Lead, manage, and coordinate renovation and remodeling projects from inception to occupancy including the development of the project scope, budget, and schedule, and getting needed approvals.
- Work closely with Purchasing on RFP development and contractor selection.
- Selection of professional consultation services such as architects, engineers, surveyors, or designers.
- Ensure proper close-out of all projects, including, state reporting, final punch list, and close-out documents.
- Oversee and manage the performance of contract work of architects, engineers, contractors, and other external service providers.
- Review service proposals contracts, and negotiates pricing.

- Coordinate and/or obtain approvals of design documents, cost estimates, job approvals, change orders, and invoices.
- Ensure adherence to State Requirements for Educational Facilities (SREF) and the Florida Building Code.

Project Management using ProCore software –

Facilities Management uses ProCore, a cloud-based construction management solution where design and construction team members and stakeholders can all access project information and documents.

Submission of Project Data to the FLDOE -

For Major Projects (Construction projects over \$300,000), per [FL Rule 6A-2.0010 FAC](#), Florida Colleges shall electronically transmit the following forms through the FLDOE's Educational Facilities Information System (EFIS) Project Tracking System:

OEF Form 208/Letter of Transmittal

This is the initial project form.

OEF Form 110A/Project Implementation –

Documents information regarding the design firms for the project, plan review entity to be used for plan review, building official, construction techniques to be used to manage and construct the project, cost of construction, number of student stations, and building area.

OEF Form 110B/Certificate of Occupancy -

After a project with Student Stations, this form documents information regarding the intended date of occupancy, certification of the architect's and/or engineer's inspection of the construction project, inspector's and building official's certification of inspection, information about the contractor and threshold inspector (if applicable) and construction cost information.

OEF Form 209/Certificate of Final Inspection-

After inspection for occupancy/sign-offs & DBOT approval -The Board shall submit one copy of the Certificate of Final Inspection (OEF Form 209) to the Office for all projects greater than \$300,000 after the project has been inspected for occupancy, signed by the architect or engineer of record, signed by the building official/inspector and approved by the Board.

There are other frequently used OEF forms including the OEF Form 208A/Facility Space Chart/Net and Gross Square Footage and the OEF Form 220/Building Permit Application.

4.0 Materials & Equipment

FLDOE's Educational Facilities Information System (EFIS)

ProCore Construction Management Software

5.0 Regulatory Compliance

[State Requirements for Educational Facilities \(SREF\)](#)

Florida Building Code

[FL Rule 6A-2.0010 FAC](#)

6.0 Training

State Requirements for Educational Facilities (SREF) & Florida Building Code Training

ProCore Certification Training

7.0 Communication

Serve as point of contact and communicate project status and issues impacting project delivery with internal and external stakeholders, such as committees, external consultants, and/or contractors.

8.0 Records Management

Records retained by Facilities Maintenance shall include permits, correspondence, Submittals, Requests for Proposals, Requests for Information, Phase I, II, and II Documents, Bid Documents, Record Drawings, Change Orders, and all final certificates.

STANDARD OPERATING PROCEDURE # 02.009

Subject: Interior Design Services

1.0 Purpose

To provide interior design services including planning and preparation of layouts for minor interior projects to include all finishes, furnishing, lighting selections, or changes based on FSCJ's approved FF&E and design standards.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD design team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

- Upon project request, the design team will respond based on request needs.
- Incorporation of educational specifications by using SREF's '*size of space and occupant design criteria*' to
- Adherence to FSCJ Design& Construction Standards
- Adherence to Campus Master Plan
- Adherence to Florida and International Building Code requirements.
- Sustainability design measures...
- Define and quantify the fund source of the project scope
- The design team discusses the requirements of the project and determines any selection criteria to be used when choosing the design professional for the project.

5.0 Materials & Equipment

Maintain samples in FPD Design Studio

AutoCAD/Revit

6.0 Regulatory Compliance

State Requirements for Educational Facilities (SREF)

Florida Building Code

FSCJ Facilities Design and Construction Standards

FSCJ FOPM SOP 02.008 Construction Project Management

FSCJ Furniture Standards

[LEED \(Leadership in Energy and Environmental Design\)](#)

7.0 Training

Attendance of related trainings including, but not limited to, State Requirements for Educational Facilities (SREF) & Florida Building Code, FEFPA (Florida Educational Facilities Planners' Association) Conference, FLAPPA annual conference, and the CIP/Facility Planning Workshop.

8.0 Communication

Design professionals

College constituents

Industry FF&E Manufacturers and Representatives

9.0 Record Management

Records retained by Facilities Maintenance shall include permits, correspondence, Submittals, Requests for Proposals, Requests for Information, Phase I, II, and II Documents, Bid Documents, Record Drawings, Change Orders, and all final certificates.

STANDARD OPERATING PROCEDURE # 02.010

Subject: Furniture, Fixtures & Equipment

1.0 Purpose

To clarify Collegewide set standards regarding furniture, fixtures, and equipment (FF&E) and the process for adherence to these parameters. Following established standards will help to provide a common image, product quality, and functionality for the use of furniture at all College facilities. All furniture and fixture selections shall meet FSCJ's Design and Construction Standards which follow the State Requirements for Educational Facilities (SREF), the Florida Building Code, and the Americans with Disabilities Act (ADA) legal codes and requirements.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD design team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Follow the guidelines established in the FSCJ Furniture Desktop Procedures Manual.

4.0 Materials & Equipment

Furniture, fixtures, and equipment, commonly referred to as FF&E, are design elements not permanently attached to the actual building structure:

Furniture: Anything you sit on or use to hold other objects, such as chairs, tables, desks, and bookshelves.

Fixtures: Items that serve a practical or functional purpose, such as lighting, wall mounts, whiteboards, and doors.

Equipment: Technology or systems throughout the structure, such as computers and phones.

Finishes: Elements such as fabrics and textures used for aesthetic appearances and durability, like paint, tile, wallpaper, carpet, hardwood, and vinyl.

5.0 Regulatory Compliance

[State Requirements for Educational Facilities \(SREF\)](#)

[Florida Building Code](#)

[Americans with Disabilities Act \(ADA\)](#)

[Division of Management Services, State Contracts and Agreements](#)

FSCJ Facilities Design and Construction Standards

FSCJ Furniture Request Desktop Procedures

FSCJ Furniture Standards

FSCJ Furniture Request Form

FSCJ APM - Furniture Lifecycle (*In Development*)

6.0 Training

State Requirements for Educational Facilities (SREF) and the Florida Building Code

Americans with Disabilities Act (ADA)

Attend annual trade shows and related conferences.

7.0 Communication

Consultations with end users, furniture and finish vendors, IT staff, and other College constituents.

8.0 Records Management

Tracking of all furniture purchases by fiscal year housed in FPD's SharePoint.

Furniture by Campus/Center

Furniture Warranties

STANDARD OPERATING PROCEDURE # 02.011**Subject: Signage & Wayfinding****1.0 Purpose**

To establish guidelines for the design, installation, and maintenance of Collegewide signage and wayfinding to maintain a consistent image and identity for FSCJ. Following set standards assists with the conformance of required codes and regulations.

Wayfinding refers to information systems (signage) that help to prompt, inform, and guide people through a physical environment. There are multiple types of wayfinding signage including directional, identification, informational, and regulatory signs. Wayfinding signage for the College should follow the design principles below:

- FSCJ Branding – Adherence to the College’s brand & style guidelines.
- Hospitality – Single, consistent, and welcoming signage voice.
- Collaboration – Establish a sense of community.
- Built Environment – Focus on easy, reliable navigation for visitors.
- Adaptability – Signage system that is easily adaptable to accommodate changes as needed.
- Accommodating – Wayfinding signage needs to accommodate a variety of campus needs.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Facilities Planning & Design (FPD), the FPD design team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Ensure interior and exterior wayfinding measures and signage are in place and consistent with Florida State College at Jacksonville signage and wayfinding standards as well as all applicable regulations and statutory requirements.

Interior wayfinding signage in entrances, lobbies, corridors, classrooms, and offices at each campus, shall include, but are not limited to the following:

- Signage and graphics shall comply with [SREF, Chapter 5, 10\(i\)](#) and exterior signage shall comply with [Chapter 5, \(1\)\(2\)\(b\)](#).

- Signage shall comply with the Florida Accessibility Code for Building Construction adopted pursuant to [Section 553.503, F. S.](#)
- Reception/information desks shall have accessible counters for the front approach.
- Optimize sightlines to ensure signage and destination elements are discernable upon entering and navigating through the building.
- Interior wayfinding strategies and signage for paths through a facility, shall include, but are not limited to the following:
 - Directional signage for departments, restrooms, and elevators at key path intersections.
 - Clear information if elevators serve only some portions of the facility.
 - Lighting with sufficient quantity and quality to easily read signs and minimize glare.

Exterior wayfinding signage at each campus, shall include, but are not limited to the following:

- Signage shall be legible from a distance that provides enough advanced warning so that a pedestrian or a driver can make a timely directional decision and shall indicate routes to occupant and visitor parking, service docks, drop-off areas, and facility entrance(s).
- Accessibility signage shall comply with all applicable regulations and statutory requirements and shall identify accessible parking and accessible routes to the building and site accessible entrances and restrooms.

4.0 Materials & Equipment

5.0 Regulatory Compliance

State Requirements for Educational Facilities (SREF)

[Florida Building Code, Accessibility](#)

FSCJ Brand and Style Guide

FSCJ's Collegewide Standard ADA Signage/Wayfinding

FSCJ's Design and Construction Standards

6.0 Training

State Requirements for Educational Facilities (SREF) and Florida Building Code

7.0 Communication



APPENDIX C

CONSTRUCTION MANAGEMENT SOPs

03.001 - ANNUAL FACILITY PERMIT

03.002 - CONSTRUCTION PROJECT LIFECYCLE

STANDARD OPERATING PROCEDURE # 03.001**Subject: Annual Facility Maintenance Permit****1.0 Purpose**

The purpose of this procedure is to establish and maintain compliance with Florida Statute [553.80\(6\)](#), [Florida Building Code Section 105.1.1](#) and to ensure that Florida State College at Jacksonville's annual facility maintenance permits comply with the [Florida Building Code](#) and all adopted codes and standards.

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing, or interior nonstructural office system, the College's Building Code Official is authorized to issue an Annual Facility Permit for occupancy to facilitate routine or emergency service, repair, and refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations ([FBC Section 105.1.1 Annual Facility Permit](#)).

2.0 Roles and Responsibilities***College Building Code Administrator/Official
FSCJ Code Enforcement, Electrical-Mechanical Inspector***

Facilities Management and Construction (FMC) represents Florida State College at Jacksonville as its Building Code Enforcement agency. As the regulatory arm of the College; FMC's Code Enforcement issues annual facility maintenance permits for small projects and general maintenance covered under the [Florida Building Code](#).

3.0 Implementation

An annual facility maintenance permit application must be submitted to FSCJ Code Enforcement by January 1st of each year. The permit application should include a brief narrative of the planned or anticipated maintenance activities for the requested trade at each facility that may require inspections as outlined in the Florida State Statutes and the Florida Building Code.

NOTE: The issuance of an annual maintenance permit for each facility does not constitute a waiver for statutorily required inspections.

Construction trades covered by the Annual Facility Permit include:

- General Building & Site
- Mechanical Systems
- Electrical Systems
- Plumbing Systems
- Roofing Systems
- Life Safety Systems

Each year, FSCJ Code Enforcement will review the submittal requests and the Building Code Official will issue the facility permits to the Campus Facilities Directors (CFDs) or Center Facilities Supervisors (CFSs) for each respective campus/center if deemed appropriate.

Once the annual permits have been issued for the various campuses/centers, work may commence and inspections may be scheduled. As the work progresses, inspections must be scheduled and passed for the respective scopes of work.

FSCJ Code Enforcement, upon notification from the CFD or CFS, shall make requested inspections and shall either release that portion of the work or notify the CFD/CFS of any violation(s), which must be corrected to comply with the technical codes. The CFD/CFS will be notified in advance of any additional inspections required.

Each campus/center maintenance department shall keep a detailed record/log of alterations and inspections made under the annual permit. The CFD/CFS shall be responsible for the accuracy and updating of this log. The facility alteration/inspection log should contain detailed descriptions of the replacement or repair work, including quantities, dimensions, and areas included in the total scope of work performed on each work order. The Building Code Official shall have access to such records at all times. The annual logs shall be filed with the Building Code Official and shall be submitted before new annual facility permits are issued. Reference: [Florida Building Code – Building; 105.1.2](#)

An annual permit shall be valid for one (1) year from the date of issuance. A separate permit shall be obtained for each facility and each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year. Reference: [Florida Building Code – Building; 105.1.1](#)

Inspections-

Inspections are required as specified in [Section 110 of the current Florida Building Code](#).

Per the [FSCJ Code Enforcement & Construction Administration Manual](#), requests for inspections shall be made during regular business hours of the day before an inspection is needed. Requests are to be electronically mailed to Bldgcode@fscj.edu and must be received before 4:00 p.m.

The following information is required and should be included in inspection requests:

- Permit number
- Location
- Type of inspection
- Site supervisor
- Contact phone number

The Building Code Official or duly authorized representative upon notice shall make the required inspections and shall either release that portion of the construction or notify of any violations which must be corrected to comply with the technical codes. To release that portion of the construction, the building official or duly authorized representative shall sign the facility alteration/inspection log.

Note: No inspection shall be performed without the facility alteration/inspection log being available.

If the Building Code Official or duly authorized representative identifies a pattern of code violations at a particular campus or center, the facility permit may not be issued for the following year. An individual permit would then be required for each alteration.

5.0 Regulatory Compliance

The College is meeting the following requirements to establish and meet building code standards:

- [105.1.1, Florida Building Code](#), In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing, or interior nonstructural office system(s), the Building Code Official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations.
 - The Building Code Official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary.
 - An Annual Facility Permit shall be assessed and shall be valid for one (1) year from the date of issuance.
 - A separate permit shall be obtained for each facility and each construction trade, as applicable.
 - The permit application shall contain a general description of the parameters of work intended to be performed during the year.
- [468 Part XII, F.S.](#), Purpose, authority, certification, duties, and responsibilities of Building Code Official and their inspector.
- [553.80\(6\)\(d\), F.S.](#), For the use of annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment.

- The amount expended on a maintenance project may not exceed \$200,000 per project.
- Electrical work shall not exceed \$75,000 and may be included in the total value of that \$300,000 limitation.
- A facility maintenance permit is valid for one year.
- A detailed log of alterations and inspections must be maintained and annually submitted to the Building Code Official.
- The Building Code Official retains the right to make inspections at the facility site as he or she considers necessary.
- Code compliance must be provided upon notification by the Building Code Official.
- If a pattern of code violations is found, the Building Code Official may withhold the issuance of future annual facility maintenance permits.
- [1013.38 F.S.](#), for the Florida State College at Jacksonville District Board of Trustees to ensure that facilities comply with building codes and life safety codes.
- Adherence to FSCJ's current edition of [Plans Review, Permits & Construction Administration Manual](#) maintained by Facilities Management & Construction/Safety Departments.
- Adherence to [FSCJ's APM 08-0107, Construction Project Inspections](#).

6.0 Training

State Requirements for Educational Facilities (SREF) and Florida Building Code Training FSCJ Code Enforcement may suggest annual training programs to refresh existing staff and inform new staff of the proper practices and new regulations related to the annual facility permit.

7.0 Records Management

Each CFD/CFS shall maintain a detailed facility alteration/inspection log. The CFD/CFS shall be responsible for the accuracy and updating of this log. The facility alteration/log shall be kept at the campus/center maintenance office and shall be open to inspection by the Building Code Official or duly authorized representative. The previous year's logs are to be submitted to Code Enforcement before a new annual facility permit can be issued.

Facility alteration records shall be retained for a period of not less than three (3) years.

STANDARD OPERATING PROCEDURE # 03.002**Subject: Project Management Lifecycle****1.0 Purpose**

The purpose of this procedure is to develop an outline of the phases of construction projects from initiation to closeout.

2.0 Roles and Responsibilities

Under the guidance of the Associate Vice President of Facilities Management & Construction, the Construction Management team and other stakeholders shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Facility major maintenance, renovation, remodeling, and new construction projects have several lifecycle phases as described below. All steps aren't necessarily needed for every project. The listing's purpose is to give a comprehensive overview of the construction project's potential order of operations at the College.

I. Initiation

- Identification of prioritized needs – Educational Plant Survey, CIP, Master Plan
- Identify resources & secure funding
- Feasibility study
- Why, What, Who stage
- Kicks off the pre-construction stages

II. Planning

- Evaluate project requirements & objectives
- Risk management plan
- Project Planning Meeting
- Project scope development
- Project Initiation Document (PID) – project info sheet

- Pre-design analysis & outlining project goals
- Consider the project's functions, goals, design expectations, budget & site requirements (building code, safety, zoning & accessibility issues).
- Coordinate acquisition of all materials and services needed for construction.
- Site analyses conducted & reports issued.
- Solicitation or selection of design professionals (A/E) for project for Design phase

III. Design

- Design professional (architect/engineer) or A/E of record - selected or solicited
- Design delivery - Construction drawings, schematic design, specifications, scope development, fixtures/furniture/equipment (FFE), field assessments of existing conditions, construction administration (CA), Commissioning Services (Cx), etc.
- Integrate energy-efficient equipment into the project
- Adhere to FSCJ's Design & Construction Standards – **In Development**
- Project plans & specifications must be reviewed by licensed design professionals to ensure compliance with the Florida Building Code.
- A/E submits plans for review & use at phased levels of design. Documents may include the following based on deliverables:
 - ✓ Conceptual Schematic Design (CSD)
 - ✓ Advanced Schematic Design (ASD) - Preliminary
 - ✓ Design Development (DD) – Detail engineering
 - ✓ Construction Documents (CDs)
 - ✓ Site Plans:
 - Civil
 - Landscaping
 - Irrigation
 - ✓ Building & engineering systems:
 - Structural
 - Mechanical (HVAC)
 - Public Health
 - Fire suppression systems
 - Electrical
 - ✓ Bid Documents including plans, specifications, and addenda
 - ✓ Permit Set

- Submission of possible construction costs based on design phase by A/E of record:
 - Phase I - Schematic Design Documents
 - Site Floor Plan, Floor Plan, Life-Safety Plan, and all other required documents in conformance with SREF
 - Phase II - Design Development Documents
 - Phase III - Construction Documents
- Project Kickoff Meeting to review scope/deliverables & schedule final deliverables.
- Final Submittal Deliverables
- Building permitting deliverables to include permit application and support data for applicable regulatory agencies.
- Addenda - Written instruments issued by the Architect before the execution of the Contract that modify or interpret the bidding documents by additions, deletions, clarifications, or corrections.

IV. Pre-Construction

a. Formal Bidding

- Work closely with Purchasing Contracts Coordinators
- Bid Solicitation, Submission, Evaluation, Selection
- Invitation to Bid (ITB) - Public Solicitation of Bids for projects
- Create Advertisement Requisition, ITB includes the following:
 - Project info
 - Bid Set Plans prepared by the Architect in Design Phase
 - Funding source information
 - Submission web-link
 - Pre-proposal conference details
 - Pre-Qualified Contractor Info
 - Bid Proposal Submittal Deadline
- Create Solicitation Encumbrance Requisition (Project PO)
- Pre-Bid Conference
- Bid Submission
- Public ITB Opening
- Post-bid evaluation - Select contractor for recommendation to DBOT

- Notice of Intent (NOI) to award contract – Informing them of FSCJ’s intent to submit their firm for recommendation to DBOT
 - List of documentation needed on NOI with when & where to submit.
 - No work can commence until a Notice to Proceed & PO are issued.
- DBOT> Solicited projects (\$200K+) Agenda Item/Approval of ITB Recommendation
- Notice of Award (NOA) to the contractor after DBOT approval
- Before a contract can be processed for the construction, the Building Code Official must approve the phase III construction documents.
- Notice to Proceed (NTP) to the contractor
 - Acknowledges receipt of required documents to Purchasing
 - Includes the date that work can begin
 - Includes substantial completion date & final completion

b. Contracting

- Award reconciliation – Purchasing adds contractor to the encumbrance PO
- Pre-Construction Meeting –
 - Purchasing – All requirements outlined
 - Code Enforcement - Permitting requirements
 - Fire Official - Safety requirements & restrictions
 - A/E – Specifications and/or Drawing considerations
 - Develop schedule/logistics with contractor
 - Discuss ProCore project management

c. Permitting

- Before the start of construction, a building permit must be issued certifying that the design meets the requirements of the Florida Building Code (FBC).
- Follow FSCJ plans review process
- Construction must NOT begin without a building permit posted on the job site.

V. Construction Execution

- Construction Kick-Off – Implementation, construction & installation of the design
- Construction work takes place based on plans, designs, and schedules developed in the planning phase.

- Letter of Transmittal – OEF 208 to FLDOE via EFIS/Major Projects (\$300K +)
- Project Implementation Form – OEF 110A to EFIS/Major Projects (\$300K +)
- Contract Administration via Architect (*Attends pre-construction meetings, site visits, project meeting attendance, reviews contractor's request for Information (RFI) & pay apps, performs substantial completion review, resolves final inspection requirements, etc.*)
- Purchase Orders (POs), Change Orders (COs), Owner Direct Purchases (OPDs), Progress Payments, budget tracking, etc.
- Manage all aspects of construction including, scope, budget, and schedule.
- Work breakdown schedule (WBS)
- Provide construction oversight, daily operations, and quality control in the field.
- Ensure compliance with project scope, design guidelines, and functional performance of the system.
- Verify/approve pay applications & invoices, track project expenditures
- Manage project budgets using internal processes (SP) and/or ProCore for Capital projects to include non-college stakeholders
- Fixture/Furniture/Equipment (FF&E) – Order, coordination & installation, work with FPD

VI. Project Control/Monitoring/Inspections

- Overlaps the execution phase
- Hold Construction Coordination Meetings
- Commissioning (Cx) services
- Quality control
- Testing
- Inspections – The Florida Building Code (FBC) requires the inspection of ongoing construction to ensure code compliance.
- Coordinate fire inspections with Fire Official
- Closely monitor work progress against the established project schedule and budget.
- Pro-Core project management
- Pay application process for Bonded projects (\$200K+) –
 - Required retainage held

- Fiscal requirements – Ensure documentation is received based on funding source

VII. Substantial Completion

- Pre-substantial completion procedures conducted by the contractor
- Pre-substantial completion – Review all tax-saving materials to ensure invoiced & paid
- All of the work shall be substantially completed within the number of consecutive calendar days after receipt of notice to commence or, in the absence of such notice, after the date of acceptance by the Owner of the Construction Manager's Guaranteed Maximum Price and Schedule.
- Punch lists and Reports
- Conduct Substantial Completion Inspection with any discrepancies added to the overall punch list.
- Construction and Product Information
- A project shall be considered substantially complete when the A/E of record has certified substantial completion by issuing an American Institute of Architects (AIA) form G704 or equivalent.
- DBOT>For bonded projects (over \$200K)/major projects (over \$300K): Information Item/Change Orders to extend Substantial Completion/Final Completion to avoid any liquidated damages for the College.

VIII. Occupancy

- Code Enforcement must certify a renovated, remodeled, or newly constructed facility meets all applicable codes and is ready for occupancy or re-occupancy.
- Building Code Official, A/E of record, & contractor sign the Certificate of Occupancy certifying the building is safe for use.
- Temporary Certificate of Occupancy (TCO) – if warranted
- Certificate of Occupancy (CO) FM&C Form
- Certificate of Occupancy (CO) – OEF 110B to FLDOE via EFIS/Projects that include new builds or ren/rem of spaces including student stations.

IX. Project Closeout

- The final phase of the construction lifecycle
- Review FSCJ's Design & Construction Standards - **In Development**
- Punchlist review & corrections of all items from substantial completion

- Final completion & inspections
- Final Acceptance/Certificate of Completion
- Final site survey
- Survey the project and finalize all documentation
- DBOT>For bonded projects (over \$200K)/major projects (over \$300K): Information Item/Change Orders
- DBOT>For major projects (over \$300K): Agenda Item/Final Inspection & Information Item/Change Orders
- Post-DBOT>Certificate of Final Inspection – OEF 209 to FLDOE via EFIS/Major Projects
- Project closeout documents for projects above \$200K:
 - Punchlist – approved & signed
 - As-built drawings/Record set
 - Meeting Minutes (when applicable)
 - Final Inspection report – FSCJ Building Code Enforcement
 - Application & Certificate for final payment (AIA G702 & G703)
 - Certificate of Substantial Completion (AIA G704)
 - WAIVER AND RELEASE OF LIEN - Sub-contractors & material suppliers
 - Specifications w all addenda & COs from contractor
 - Contractor’s Warranties/Guarantees
 - Special Warranties (Equip &/or Systems)
 - Operations & Maintenance (O&M) Manual/Submittals with equipment
 - Contractor’s Affidavit to Owner (General Conditions 9.7.2.a)
 - Contractor’s Affidavit of Payment of Debts & Claims (AIA G706)
 - Contractor’s Affidavit of Release of Liens (AIA Document G706A)
 - Consent of Surety to Final Payment (AIA G707)
 - Performance Bond/Payment Bond/Power of Attorney form
 - Equipment list
 - Test Reports/TABs – as required by specs
 - Commissioning (Cx) Certificate/Report – if applicable
 - Building System Certifications/Inspection Reports – as required by specs

- Letter of Final Completion/Close Out
- Final Pay Application signed by AOR/EOR
- Fiscal Close Out requirements based on funding source (i.e. Davis Bacon)
- Final payment to contractor & retainage after ALL close-out documents are received and DBOT has approved.
- Projects over \$300K, need DBOT approval of Final Inspection before the release of final payment
- Best Practice – Utilize closeout checklist (IN DEVELOPMENT)

X. Post-Project

- Document management/archiving of project
- Project evaluation
- End-user training
- Lessons learned...

4.0 Regulatory Compliance

[Florida Building Code \(FBC\)](#)

[State Requirements for Educational Facilities \(SREF\)](#)

Conformity to codes - [Florida Statute \(FS\) 1013.371](#)

State uniform building code for public educational facilities construction - [Sec. 1013.37, FS](#)

Educational facilities contracting and construction techniques - [Sec. 1013.45](#)

Advertising and awarding contracts; prequalification of contractor - [1013.46, FS](#)

Phase III document approval - [Sec. 1013.37\(2\), FS](#)

Architect services - [Sec.1013.45\(4\) FS](#) and

Acquisition of professional architectural, engineering - [Sec. 287.055 FS](#)

Changes in construction requirements after award of contract - [Sec. 1013.48 FS](#)

Payment and performance bonds - [Sec. 1013.47, FS](#)

Advertising and awarding contracts; prequalification of contractor - [Sec. 1013.46\(2\), FS](#)

Final payment to the contractor. - [Sec. 1013.50\(1\), FS](#)

5.0 Training

[State Requirements for Educational Facilities \(SREF\) & Florida Building Code](#)

FSCJ Construction Design, General Contractor Pre-Qualification & Contract Management Process

6.0 Records Management

ProCore & Sharepoint



APPENDIX D

CAMPUS OPERATIONS SOPs

04.001 – FACILITY USAGE

04.002 – ASSET MANAGEMENT

04.003 – DUPLICATION SERVICES

04.004 – MAILROOM/RECEIVING SERVICES

04.005 – ADMINISTRATIVE SUPPORT SERVICES

STANDARD OPERATING PROCEDURE # 04.001

Subject: College Facility Usage

1.0 Purpose

To establish procedures for the scheduling and use of FSCJ facilities by the College community and for outside groups, agencies, and organizations according to [Board Rule 6Hx7-6.3, Use of Facilities](#).

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Campus Operations, Events & Special Projects, the Campus Operations (CO) team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Facility usage will be explained below and examples of the various forms discussed will be found at the end. The goal is to develop a standardized method for all sites with the understanding that each campus/center is unique. The College will be merging Facilities requests to the Jira Help Center platform and the steps below will be updated accordingly.

Facility Rentals:

FSCJ facilities are designed and reserved for supporting the mission of the College and are intended primarily for educational purposes. Use of facilities for classes shall have priority over all other uses. FSCJ internal events will have secondary priority and then outside usage/rental.

There are four (4) main requirements for the rental of FSCJ facilities and grounds:

1) Insurance

All organizations and groups renting college facilities and grounds must provide proof of liability insurance for one million dollars and must be issued by a licensed agent of the underwriting insurance company. FSCJ and its District Board of Trustees are to be included as "Additionally Insured". The certificate must list the "Certificate Holder" as Florida State College at Jacksonville and its District Board of Trustees.

Caterers, DJs, and Bands must also provide proof of State and Local licensure and insurance that meet all FSCJ insurance requirements.

State and Federal Agencies must provide evidence of insurance under their jurisdictional State or Federal Guidelines.

2) Crowd Management

Crowd Management Certification is required for all events held at the College with more than 49 participants. If the event has over 249 participants an additional crowd manager is required.

The College will provide crowd management services at an additional hourly rate in the rental agreement.

For all facilities, except the Wilson Center, external clients can provide their own crowd managers provided they obtain crowd manager training and provide a printed certificate for each crowd manager(s). Campus Operations should provide the link to the [Crowd Manager Training Online Course](#) to interested parties. The training must be completed before the College executes a facility rental agreement as the certificate is a required deliverable.

3) Computer Access Requirement

If an event requires participant(s) to access the College's Technology Infrastructure, a guest account must be set up for the event 48 hours in advance. Campus Operations should submit a Campus Tech Support ticket to set up technology for the event through the Help Desk and request a Guest Account for the group via <https://guestaccount.fscj.org>

4) Security Deposit

Some events *may* require a security deposit. If the College determines a security deposit is required, that deposit will be added to the rental agreement. The deposit will be refunded 30 days after the event provided that additional labor was not required and that there was no damage to the facilities or grounds of FSCJ.

Rental Guidelines:

All individuals, groups, or organizations who request to use College facilities shall adhere to the following guidelines:

- Must complete and sign an *Application for Rental of Florida State College at Jacksonville Facilities and Grounds* along with the defined requirements necessary for leasing College facilities *(Example A)*.
- The requestor must submit all required forms per the application on a timely basis.
- Applications for rental of facilities and grounds must be received at least 14 days in advance of the event except for the Wilson Center which must be received at least 30 days in advance of the event.
- Usage must adhere to College policy and the terms of an approved Facility Use Agreement *(Example B)*.
- Usage must be consistent with the mission of the College.
- The event must be scheduled according to the College's scheduling priorities and guidelines.
- Event and fee schedule must be approved in advance by the Executive Director of Campus Operations, Events & Special Projects (EDCO) or designee *(Example C)*.

- Organizations will be charged for facility use in accordance with the fee schedule established under [APM 08-0108 - Use of College Facilities by Outside Organizations and Groups](#).
- Fees are based on the factors below:
 - 1) Type of Organization-
 - a. Type 1: For-Profit Organizations, private entities, political campaigning in accordance with [Florida Statute 106.15](#)
 - b. Type 2: Non-Profit Organizations with Tax-Exempt Status
 - 2) Type of Space(s)
 - 3) Energy Surcharge
 - 4) FSCJ Moveable Equipment
 - 5) Commercial Rental Sales Tax
 - 6) Labor
- A security and/or damage deposit may be required, as part of the application process.
- Rental payments must be received at least 7 days in advance before the event.
- Events may not be advertised or publicized until an Event Permit is issued by Campus Operations.
- FSCJ reserves the right to deny the use of any College facility to any individual, group, or organization.
- Short-Term Facility Rental Use shall be defined as less than 6 months rental, with a minimum 2-hour facility rental; and a 4-hour minimum for the Wilson Center.
- Long Term Facility Leases shall be defined as a minimum lease period of 6 months.
- If minors are involved, organizations must follow [FSCJ APM 06-0911](#) which covers the presence of minors on campus.

Best Practice Procedures for Rentals:

The steps below may not be necessary for every event and may be slightly different based on the campus/center's unique logistics. They are meant to establish basic standards for event coordination.

- Use of an [Event Intake Form/Checklist](#) is suggested to ensure all steps are followed (*Example D*).
- Perform preliminary intake of event information when contacted, check availability, and confirm or deny if space(s) can be rented.
- Route FSCJ rental application to the requestor along with the defined requirements necessary for leasing College facilities. Use of an email template with College requirements is recommended.
- Reserve space via the College's scheduling software, log events on external tracking sheets, and campus/center activity calendar. Un-reservable spaces (i.e., Courtyard) – save to activity calendar.

- Create a Lessee Folder in SharePoint.
- A good naming credential method for Lessee Folder names may be to start with Permit #. For example, this would be the first 3 rentals for Kent Campus in Fiscal Year 24. Remember to limit characters by using acronyms for longer group names:
 - KC-FY24-R01-AV DANCE
 - KC-FY24-R02-JEA
 - KC-FY24-R03-CSX
- Complete a preliminary cost analysis for review and approval by EDCO (*Example E*).
- Send preliminary cost analysis to the requester for approval to proceed with the event.
- If proceeding, ensure all required documents are received following the event checklist.
- Once the required documents are received, create the Facility Usage Agreement (FUA).
- Attain signatures from requester & EDCO.
- Send CO generated invoice with QuikPay Link to requester/lessee, and request payment confirmation.
 - Create an invoice number by using Permit # as defined above. (*Example F*)
- Once payment confirmation is received from the lessee, save FUA & all backups as a Completed Contract for the event.
- Send Completed Contract with Invoice/Permit # to Accounts Receivable (AR) via AccountsReceivable@fscj.edu.
- Submit needed work tickets which, based on the event scope, may include:
 - SchoolDude for event set up & needs
 - Tech Support ticket for needed technology
 - Request for Guest Account via <https://guestaccount.fscj.org>
- Assist Lessee by scheduling/coordinating an on-site visit with Tech Support for sound/technology needs.
- Send the Lessee Guest Account details in an email that gives Tech Support's phone number or alternate instructions if the event falls on a weekend when no Tech Support is on staff.
- Notify the campus/center event team by sending event details via email (Maintenance, Tech Support, Security, Campus Dean, etc.).
- Send an 'event sheet' that includes rules and regulations & site points of contact to the Lessee before the event (*Example G*).
- After the event, ensure that space was cleared of all of the group's belongings and that no damage was incurred.

- If a Security Deposit was withheld, email AccountsPayable@fscj.edu for a refund ensuring that event info including Invoice/Permit # is included to help match the initial charge to complete the refund. An email template with the needed information is recommended.

Event Sponsorship:

For consideration of FSCJ waiving event fees as a sponsor, the organization must complete an *Event Sponsorship Request* form for approval (*Example H*).

- CO staff should route request forms to organizations that inquire about sponsorships or fee waivers and explain the process.
- Inform the requestor that the sponsorship only waives the Facility Rental Fee unless otherwise specified.
- Campus Operations shall calculate the dollar value of the sponsorship.
- For sponsorships below \$2,000, the Executive Director of Campus Operations, Events & Special Projects approves.
- For sponsorships above \$2,000, the Vice President of Finance & Administration must approve.
- CO staff should log the 'in kind' amount on the tracking sheet for any future reference needs.

Vendors on Campus:

FSCJ allows vendors on campus to market, buy, or sell products or services to students, faculty, and staff at College-sponsored events. The College agrees to make space available to accommodate approved vendors to provide information or services that might not otherwise be available to students.

Vendors must follow College guidelines for approval, which is highlighted below:

- Campus Operations (CO) staff should ensure vendors comply with [FSCJ APM 05-0701 Sales Representatives and Vendors on Campus](#).
- When contacted by an interested vendor, CO staff should route them a Vendor on Campus (VOC) Request Form for completion (*Example I*).
- The completed form should be vetted by CO staff and sent to the Executive Director of Campus Operations, Events & Special Projects for approval.
- If approved, CO should notify the vendor and send the approved VOC form for their records.
- In some cases, it may be necessary to request a Certificate of Insurance from the vendor organization (i.e., Bloodmobile).
- If the vendor has flyers or handouts, CO staff must ensure they add the statements indicated in APM 05-0701 - "Florida State College at Jacksonville has not evaluated or endorsed these products or services" and "Any questions about these products or services should be directed to (Vendor Name, Vendor Telephone Number)". This can be a label affixed to their materials.
- For planning purposes, CO staff should schedule the vendor's date(s) and time(s) and add them

to the campus/center calendar as most VOC spaces are outside and not reserved in the scheduling platform.

- CO staff should submit work tickets for tables, chairs, etc. – SchoolDude request.
- Per [APM 05-0701](#), vendors will hold the College harmless from any liability arising from on-campus activity.
- Vendors must follow all College policies while present on campus. Generally, this means that vendors must present their products and services at a table in designated areas only.
- Many organizations visit multiple sites. In this case, the EDCO may assign a lead CO team member to complete the VOC form for all sites. The executed VOC form can be sent out to the CO team or saved on the Collegewide Campus Operations SharePoint for access to all.
 - **Note:** Vendors/Sales Reps interested in doing business with FSCJ should be referred to the Purchasing Department (Purchasing@fscj.edu).

Public Assembly & Distribution of Information:

Common areas (outdoor areas) on College grounds may be used for informal public assemblies and as forums that encourage open expression and exchange of ideas but shall adhere to [FSCJ APM 02-0702 Public Assembly and Distribution of Information](#).

- Campus Operations may want to keep an information sheet highlighting rules and regulations for quick access when public assemblies gather (*Example J*).

Internal Posters and Flyers on Campus:

Information can be displayed/shared on campus via posters and flyers but should follow certain guidelines and should be vetted by Campus Operations unless it's through Student Life.

- The name of the sponsoring office or organization must be clearly indicated on the poster or flyer.
- Most all information boards are overseen by the Student Life area which should keep content up to date. Boards should additionally be monitored by Campus Operations for content, adherence to guidelines, and removal of old information promptly.
- Posters/flyers are only permitted in dedicated spaces or permissible areas. Campus Operations should monitor this and remove any posters/flyers that are not in permitted locations.
- If posters/flyers are found by organizations who have not adhered to guidelines, Campus Operations may follow up with them and send them the policy by way of a Vendor on Campus form.
- Posters/flyers **not permitted** in the following locations:
 - Building doors

- Windows mirrors & glass
- Exterior Light Poles
- Fire alarm boxes
- Campus Directories
- Trash receptacles
- Elevators
- Interior walls
- Building columns

Internal Use of College Spaces:

College or College-sponsored events/activities may use facilities free of charge, but must schedule the usage through Campus Operations.

- Internal users are required to complete an *Internal Event Request Form* (Example K).
- Internal users must return the completed request form and check box signifying that they understand and will abide by event guidelines.
- Internal users are responsible for the events/activities they request and are to be the coordinators and oversee the events in question.
- Campus Operations should schedule an event in 25-Live unless an internal user already entered into the system. If they did the latter then CO should approve if applicable.
- Campus Operations should add events to the campus/center calendar.

Event Coordination & Tracking:

FSCJ hosts a variety of events and activities. Campus Operations performs many tasks to help support, coordinate, manage, and track events and activities that occur on a day-to-day basis.

25Live/Coursedog -

- FSCJ currently uses 25Live as its scheduling software platform but will be transitioning to Coursedog by Fall 2024.
- Room requests through 25Live for events/activities are vetted and approved by Campus Operations.
- Conference rooms are booked in Outlook. Conference Rooms will be integrated into Coursedog along with other rooms as of Fall 2024.

External Event Tracking -

To track external facility usage for easy analysis and archiving purposes, Campus Operations staff should capture/log event data using an Excel spreadsheet (Example L). This helps to keep track of costs associated with all external event rentals each year and is a best practice to archive event rentals each fiscal year.

Tracking items should include:

- ✓ Permit Number
- ✓ Organization Name
- ✓ Organization Type (Profit/Non-Profit)
- ✓ Organization Point of Contact
- ✓ Event Name
- ✓ Date(s) of Event
- ✓ Facility Room(s) or Space(s) Utilized
- ✓ Number of Participants
- ✓ Breakdown of Rental Fees
- ✓ Sponsorship Discount Info – if applicable
- ✓ Totals for the Fiscal Year

Campus/Center Activity Calendar-

Maintaining an all-inclusive activity calendar to send out weekly to campus/center event infrastructure (*Maintenance, Custodial, Security, Tech Support, Student Life, Campus Deans, etc.*) has proven to be a useful tool for coordination purposes. An Outlook calendar is an easy way to quickly log events.

- Your campus/center event infrastructure could easily check the event schedule.
- A quick weekly Event Update to the event team is a thoughtful way to keep everyone informed of upcoming activities and prevent pre-event chaos:
 - Create an Events Team Outlook Group
 - Send out 'Event Update' for the following week
 - Attach the Outlook Calendar Weekly Agenda (*Example M*).

NOTE – This is just one example. Setting up a Teams Channel may also be effective as users can Assign tasks. Tools like this work if your users keep Teams open. The main objective is to keep all key areas informed with no last-minute surprises for any party. A little extra effort fosters cohesiveness for the team which is a win for all.

Fitness Center Usage:

Faculty and staff can use any of the College's Fitness Centers but must sign a [Fitness Center Waiver](#) accessed through the Help Center found in the Quick Links of FSCJ.EDU. The Executive Director of Campus Operations, Events & Special Projects must approve the waiver and Campus Operations will add needed badge access for all sites' centers.

**EXAMPLES of FORMS
on
FOLLOWING PAGES**

Example A

Application for Rental of Florida State College at Jacksonville Facilities and Grounds

- College facilities and grounds are intended for the College’s programs, classes, and activities.
- After the College’s needs are met each term, available space may be rented to outside entities typically during normal College hours of operation.
- The College may refuse to rent facilities and grounds for any event if the event is not in the best interest of the College.
- Rental contracts are written within the current fiscal year (July 1 – June 30).
- Applications for rental of facilities and grounds must be received at least 14 days in advance of the event with the exception of the Wilson Center which must be received at least 30 days in advance of the event. There’s a 2-hour minimum for rentals (Wilson Center = 4-hrs).
- Rental payments must be received at least 7 days in advance prior to the event.
- Non-profit organizations must provide proof of non-profit certification with their application.
- Organizations that are exempt from Florida State Sales Tax must provide their Certification with their application.
- No event may be advertised or publicized until an Event Permit is issued and deposit received (when required).

There are four (4) requirements for renting Florida State College at Jacksonville facilities and grounds.

<p>1. <u>Insurance Requirements</u></p> <p>Before the College will execute a Facility Rental Agreement for an event, proof that insurance must be provided that coverage has been purchased for the event in accordance with the Insurance Requirements stated below.</p> <p>All organizations and groups desiring to rent College Facilities and Grounds must provide proof of liability insurance (“ACORD Certificate) in the amount of one million dollars or more and property insurance in the amount of \$50,000. The insurance certificate must be issued by a licensed agent of the underwriting insurance company, and shall specify that Florida State College at Jacksonville and its District Board of Trustees are “Additionally Insured”. Certificates must list the “Certificate Holder” as Florida State College at Jacksonville and its District Board of Trustees, and must also specify the date(s) of use and specifically identify what Campus/space/room(s)/grounds(s) will be covered by that policy for the Event.</p> <p>Long-term usage contracts require that the requestor insurance agent provide the College with a thirty-day notice of cancellation. If the group or organization will use commercial vehicles in connection with its rental, it shall provide evidence of auto or fleet liability insurance.</p> <p>Caterers, DJ’s, and Bands must also provide proof of State and Local licensure and insurance that meets all of the requirements above.</p> <p>State and Federal Agencies must provide evidence of insurance in accordance with their jurisdictional State or Federal Guidelines.</p> <p>Should you need assistance to obtain insurance for your event you may obtain a Tenant’s and User’s Liability Insurance Policy (Tulip) via: www.urmia.org or contact the University Risk Management and Insurance Association (URMIA) National Office at (812) 855-6683. Florida State College at Jacksonville is a participant in this program. Each campus/center has an invitation code that can be found on the site listed above.</p> <p>2. <u>Crowd Management Requirements</u></p> <p>Crowd management is required for all events held at the College with more than 49 participants. The College will provide crowd management at an additional hourly rate in the rental agreement.</p> <p>For all facilities except the Wilson enter you may provide crowd manager for your event if you obtain training provided in following URL and provide a printed certificate(s) for each of you crowd manager(s). This must be done before the College executes a facility rental agreement for your event. The cost for each certification is \$19.95 at the website listed below.</p>	<p>To become a Certified Crowd Manager:</p> <ol style="list-style-type: none"> a. Temporarily disable your pop-up blocker b. Enter the URL in your search engine: http://www.crowdmanagers.com/ c. Proceed through the training sections until you reach the test portion. d. Once you answer all the questions you will see a screen displaying your test score. At this point you will click on “Print Certificate”. e. If, when you click on “Print Certificate” a bar appears at the top of your browser window, you should have the option in the section to temporarily allow pop-up from this site. f. You will be directed to a screen, which will require the following information: Name (first and last), email, and county. Select “Out of State”, Business Name, and State. After filling all the fields, click record certificate. g. At this time your certificate should pop-up. The certificate must be printed from this page. h. Email the certificate(s) with your name, certificate number, and date to the campus contact name where your event will be held. <p>3. <u>Computer Access Requirement</u></p> <p>If your event requires a participant or participants to access the College’s Technology Infrastructure you must request a guest account be set up for your event at least 48 hours in advance.</p> <p>To obtain a gult ID during your event you must provide the following for the individuals who will be signing on FSCJ system(s) to run computer equipment:</p> <ol style="list-style-type: none"> a. First Name b. Middle Initial c. Last Name d. Email Address e. Phone Number <p>If you will have more than one person accessing FSCJ computing equipment, you will need to provide a spreadsheet that lists the number of participants needing computer access and all of the above information for each individual.</p> <p>4. <u>Security Deposit Requirements</u></p> <p>Some events <i>may</i> require a security deposit. If the College determines that a security deposit is required, that deposit will be added to the rental agreement. The deposit will be refunded 30 days after your event provided that additional labor was not required and there were no damage to the FSCJ facility or grounds you rented for your event.</p>
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I have read, understand, and agree with all that is stated above:

Name	Title	Organization	Date

Application for Rental of Florida State College Facilities and Grounds

Name of Entity or Organization: _____ Web Site: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone: _____ Fax: _____
 Title: _____ Cell: _____ E-mail: _____
 Alternate Contact Name: _____ Phone: _____ Fax: _____
 Title: _____ Cell: _____ E-mail: _____
 Name and Title of Individual who will sign the rental agreement:
 Name _____ Title: _____

Location of Event:
 Campus: North Downtown Kent South
 Center: Nassau ATC URC Cecil North Cecil South Wilson Center Deerwood Center


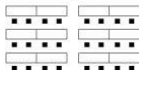

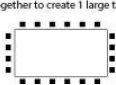
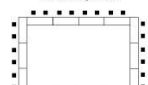
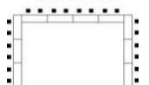
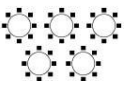
Name of Facility or Grounds: _____
 Room of Name(s) & Room Number(s): _____

Description of Event: _____
 Date(s) Requested: _____
 Alternate Dates(s): _____
 Number of Participants _____
 Earliest Arrival _____ a.m. p.m. Anticipated Time of Departure: _____ a.m. p.m.
 Event Start Time: _____ a.m. p.m. Event End Time: _____ a.m. p.m.

Note - Minimum of 2-hours

Specify below any unique or special ADA accommodations that will be needed:

How would you like the room setup for your event?

<input type="checkbox"/> Pods	<input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> Family Style	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Banquet Tables
Pods <small>4-8 chairs per table</small> 	Classroom <small>2 chairs per table</small> 	Theatre <small>Chairs only facing front center aisle</small> 	Family Style <small>Wide or slim tables pushed together to create 1 large table</small> 	Hollow Square <small>Slim tables used to make a hollow square with 2 chairs per table</small> 	U-Shape <small>Slim tables used to make a U-shape with 2 chairs per table</small> 	Banquet Style <small>Round tables with up to 8 chairs</small> 

Please specify the number of each: Tables _____ Chairs _____

Equipment Needed: Podium _____ Microphone(s) _____ Microphone Stand(s)

Computer Laptop, Internet Screen Projector DVD Player Piano

Is this event, meeting, or function open to the general public? Yes No
 Will minors attend? Yes No
 Will attendees require any ADA accommodations? Yes No
 Will an admission fee be charged or donations accepted? Yes No
 Will items be sold at this event? Yes No. If yes, what items will be sold? _____
 Will food or beverages be consumed during this event? Yes No. If yes, what will be served? _____
 Will Alcoholic beverages be served? Yes No
 What is the name of the caterer/company that will provide the food and beverages? _____
 Are you going to have a D.J. or Band at your event? Yes No. If yes, what is the name of DJ or Band? _____
 Are you going to rent equipment for your event? Yes No. If yes, what equipment will you be renting? _____
 What is the name of the company will you be renting it from? _____
 Is this event in support of a Political Campaign? Yes No
 Is your organization non-profit? Yes No If yes, proof of non-profit certification must be attached.
 Is your organization exempt from Florida State Sales Tax? Yes No If yes, a current exemption certificate must be attached. **Set up changes made after a contract is executed may require additional charges and a new contract.**

FACILITY USE AGREEMENT

THIS AGREEMENT is by and between FLORIDA STATE COLLEGE AT JACKSONVILLE, a political subdivision of the State of Florida, for its _____ Campus (the "LESSOR") and _____, authorized to do business in the State of Florida (the "LESSEE").

In consideration of the mutual agreements contained herein the LESSOR hereby offers for use by the LESSEE, and the LESSEE hereby accepts subject to the terms and conditions herein _____ for _____ to _____ from _____ am/pm to _____ am/pm

1. The LESSEE agrees to pay the LESSOR as rent for the use of said facilities and the equipment and staff that goes along therewith the sum of \$_____.
2. The LESSEE agrees to pay the LESSOR a Security Deposit for the use of said facilities the sum of \$_____ to be returned within 30 days after the event if there are no damages or cleaning charges incurred above and beyond the customary charge.
3. In order to reserve the specific dates above set out, LESSEE must execute this contract no later than 4:00 pm the _____ day of _____, 20__.
4. LESSEE shall not have the right to assign this agreement or any rights hereunder nor to sublet said premises or equipment without the written consent of the LESSOR.
5. LESSEE shall use and occupy said premises and equipment in a safe and careful manner; shall comply with all laws, rules, regulations, and ordinances of the City of Jacksonville Florida, and any state or governmental authority controlling or governing the demised premises or equipment or operation therein, and the attached Rental Policy.
6. LESSEE shall identify an official representative primary point of contact with LESSEE ("Representative"). The Representative will be present during the facility use and shall abide by the specific requirements listed herein.
7. LESSEE assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used or incorporated in the conduct of said events; and LESSEE agrees to indemnify and hold harmless LESSOR from all damages, costs, and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic right.
8. LESSEE shall defend, indemnify and hold the LESSOR harmless from any and all claims, damages, actions, injuries, costs, expenses loss or liability including, but not limited to, injury to person or property and LESSEE will act, at its own cost and expense, to defend and protect LESSOR against any and all such claims or demands. Toward this end, LESSEE has provided a copy of their liability insurance coverage in the amount of \$1,000,000 and such copy is attached hereto.
9. LESSEE shall hold LESSOR harmless for any loss of revenue caused by the cancellation of an event.
10. The parties acknowledge and agree that LESSOR is a political subdivision of the State of Florida. As such, LESSOR's performance under this Agreement and any amendments hereto or attachments connected therewith, shall at all times be subject to any and all federal and state laws and regulations, as well as District Board of Trustees Rules which are applicable to the LESSOR's operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge that LESSOR's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein). Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the LESSOR to be sued; or (iii) a waiver of sovereign immunity of the LESSOR beyond the waiver provided in Section 768.28, F. S. As LESSOR is a political subdivision of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with Florida law including Florida provisions for conflict of law.

11 LESSOR, as a political subdivision of the State of Florida, is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. The parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation, and provision of access to all public records related to this Agreement.

12. Either party shall have the right to terminate this Agreement with or without cause upon twenty-four (24) hours prior written notification to the other party. Such termination shall be in writing, signed by the duly authorized officer of the party terminating the contract, and shall be sent by certified mail, return receipt requested, hand delivery, or overnight delivery.

13. Due to the outbreak of COVID-19, as declared a worldwide pandemic on March 11, 2020, LESSEE agrees to adhere to all national, state, and local health guidelines, including, but not limited to, U.S Department of Health and Human Services Center for Disease Control and Prevention ("CDC") Guidelines, FSCJ rules and safety precautions implemented (as may be updated from time to time) while utilizing the facilities. Such precautions may include but are not limited to, wearing masks, taking temperature checks on all people participating/attending LESSEE events, and social distancing.

14. LESSEE shall be liable for any and all costs associated with disinfecting and cleaning LESSOR property and facilities for any outbreak of COVID-19 that occurs while LESSEE is in rental possession of the facilities associated with this agreement. Cleaning and disinfection must meet the protocols and standards provided by the CDC and the appropriate local and state regulations.

15. _____ (initial/check) If the number of people participating/attending the event is greater than forty-nine (49) people, LESSEE shall provide the required number of certified crowd managers as stated on the Crowd Manager Safety Checklist. Where the number of people attending the event is greater than two hundred fifty (250), LESSEE shall provide additional crowd managers as stated on the Crowd Manager Safety Checklist.

- a. The LESSEE's designated crowd manager(s) shall take a crowd managers training course ("Course") that has been accepted and approved by the College. LESSEE shall provide LESSOR with proof of Course certification.
- b. The designated crowd manager(s) shall meet with LESSOR prior to its event and agrees to comply with the Crowd Manager Safety Checklist. A copy of the Crowd Manager Safety Checklist is attached hereto as Exhibit _____. LESSEE will provide College with the signed Crowd Manager Safety Checklist.

16. _____ (initial/check) If minors (children 17 years old and younger) are attending the LESSEE event:

- a. LESSEE shall provide a qualified adult supervisor to serve as the official representative and primary point of contact with the LESSEE ("Representative"). The Representative will remain on the LESSOR's premises at all times during the activities or events hosted by the LESSEE. LESSEE acknowledges Representative is lawfully qualified to supervise and care for minors and will take all reasonable steps to protect minors at the event.
- b. LESSEE shall solely be responsible for all activities and events it hosts on the LESSOR's premises.
- c. LESSEE shall be solely responsible for its members, guests, and representatives while on the LESSOR's premises and will be responsible for its members, guests and representatives until all members and guests leave the premises. The Representative will remain on the premises until all guests have left the premises and the activity has ended.

17. Any notice required or permitted by this Agreement shall be given to the following representative of each party, at the address set forth below, by hand delivery; by registered mail, return receipt requested; or by overnight mail or courier service, signed acknowledgment of receipt required. Notice shall be deemed as given on the day of receipt of the notice, as indicated on the signed and dated receipt of an acknowledgment, or on the date of hand delivery:

If to College: Florida State College at Jacksonville
Jacksonville, FL

With a copy to: Office of General Counsel
 Florida State College at Jacksonville
 501 W. State Street, Suite 403
 Jacksonville FL 32202

If to LESSEE: _____

If, after this Agreement is executed, a party designates a new representative to accept the notice, the party shall furnish the new representative's name and address, in writing, to the other party, and a copy of the notice shall be attached to this Agreement.

In Witness Whereof, this Agreement has been executed as of the day and date have last written below by the authorized representatives of the parties hereto.

LESSEE _____ Date _____ LESSOR _____ Date _____
 Signature Signature

Space and Equipment	\$	Facility Rental	#100000 00 4641400	\$
Labor	\$	Use of College Facilities	#100000 00 4640000	\$
Sales Tax	\$	Sales Tax	#100000 00 2310000	\$
Security Deposit	\$	Deposit – Refundable	#100000 00 2400000	\$
Amount Collected	\$			
Value of Sponsorship	\$			

Attachment A
Facility Use Agreement
Rental Policy

Payment

The full rental rate must be paid prior to the LESSEE being permitted to use the space. If payment is made seven or fewer days prior to the event, only credit cards, money orders, cashiers, or certified checks will be accepted, unless LESSEE has previously established credit with LESSOR, or made prior arrangements. Personal checks may be used if received by LESSOR seven or more working days prior to the event. All checks are to be made payable to Florida State College at Jacksonville. If the agreed-upon rental term is exceeded, additional rental fees will be charged.

Cancellation

LESSOR reserves the right to cancel an event without penalty if it determines the event is not in the best interests of LESSOR, or the subject facilities are rendered inoperable. LESSOR shall be held harmless for any loss of revenue, or other damages, that may result from said cancellation. If the LESSEE cancels an event, no refunds or credit will be permitted, unless authorized by the Campus Director of Campus Operations.

Insurance

Proof of insurance of not less than \$1,000,000 is required before facilities can be rented. The insurance certificate must list Florida State College at Jacksonville and its District Board of Trustees as "Additional Insured" and "certificate holder". If the organization's commercial vehicles are to be used, evidence of auto or fleet liability insurance must be provided.

Loss or Damage to LESSEE's Property

LESSOR is not responsible for any loss or damage to LESSEE's property left on college premises before, during, or after the scheduled event.

Security Deposit

A security deposit is required for groups renting LESSOR facilities. The security deposit amount will be based upon the type of facility being rented, and the number of participants. The security deposit will be returned within thirty (30) days after the event if there are no damages or cleaning charges to be deducted.

Prohibited Use

The use of LESSOR property for any acts directed toward disruptive or violent activity, or for any events containing lewd or lascivious material is strictly prohibited. The use of any illegal drug, gambling activities or devices on LESSOR property is prohibited. The possession or consumption of alcoholic beverages is prohibited unless such consumption is in compliance with Board Rules. Firearms are prohibited unless carried by federal or state law enforcement officers in the line of duty, or performing a security function. The scheduling of events, or services, that compete with those offered by LESSOR is prohibited.

Event Staff and Set-Up

The LESSOR Director of Campus Operations or its Designee will determine the need for campus personnel and/or off-duty police at an event. Relocation of furniture or equipment will be handled only by LESSOR staff, or under the direction of LESSOR staff.

Sales Tax

Florida sales tax on the rental amount will be charged to any organization that does not provide a certified copy of its exemption number.

Lessee's Initials _____

Date _____

Crowd Manager Safety Checklist Attachment B

Event: _____

Date of Event: _____

Location of Event: _____

Phone Number for Security: _____

To be completed for assemblies of 50 or more in facilities leased by the College.

The Crowd Manager must be present at the event during all hours that it is open to the public.

The Crowd Manager must complete this form with a designated College representative prior to the assembly. The checklist insures that the facility is safe to open to the public through a visual inspection of the property and that the Crowd Manager is familiar with the layout and emergency egress paths in the rented facility.

	<i>Inspection Item</i>	<i>No</i>	<i>Yes</i>	<i>N/A</i>
1	There is one crowd manager on duty for every 250 occupants (for example, 251 people require 2 Crowd Managers). Number of Crowd Managers Required: _____			
2	The Crowd Manager shall ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, The posted occupant load is: _____			
3	The Crowd Manager shall be trained and briefed by the College representative on locations of the fire alarm pull stations, fire extinguishers, exits, emergency evacuation plans and to direct occupants to an exit in the event of an emergency.			
4	All egress paths maintained clear, unlocked, accessible, and not blocked?			
5	All exit doors operable?			
6	All exit sign lighting operable?			
7	Exterior stairways and means of egress clear and free of obstacles?			
8	The Crowd Manager shall brief the assembly on location of exits and emergency evacuation routes.			

If "No" to any of the above, then event shall not be held until situation is corrected. If "N/A", explain in Remarks section.

Remarks:

Crowd Manager _____
Print Name

Signature

College Representative _____
Print Name

Signature

Date and Time _____

Please return the completed form to the College representative

For questions - contact College's Safety Department (3111)

**FACILITY RENTAL RATES
2023/2024**

SPACE	SHORT TERM LEASE Hourly Rate Schedule 2 Hour Minimum Required		LONG TERM LEASE Monthly Rate Schedule Six Month Minimum Required	
	For-Profit Organizations, Private Entities, Political Campaigning	Non-Profit Organizations w/Tax Exempt Status (30% discount)	For-Profit Organizations, Private Entities, Political Campaigning	Non-Profit Organizations w/Tax Exempt Status (30% discount)
Office Space (~120 SF)	\$15.00/Hr.	\$10.50/Hr.	\$373/Month	\$261/Month
Auditoriums (~5,182 SF)	\$120.00/Hr.	\$84.00/Hr.	***	***
Art Gallery (~1,875 SF)	\$100.00/Hr.	\$70.00/Hr.	***	***
Conference Rooms (~400 SF)	\$60.00/Hr.	\$42.00/Hr.	\$6,373/Month	\$4,461/Month
Meeting/Classrooms (~500-1,000 SF)	\$75.00/Hr.	\$52.50/Hr.	\$4,196/Month	\$2,937/Month
Administrative Offices Board Room (2,271 SF)	\$120.00/Hr.	\$84.00/Hr.	***	***
Multipurpose Rooms (~1200 SF)	\$100.00/Hr.	\$70.00/Hr.	***	***
Computer and Other Labs (~1200-1400 SF)	\$100.00/Hr.	\$70.00/Hr.	\$4,196/Month	\$2,937/Month
Digital Media Productions Studio (DMP)**	**	**	**	**
Video Studio**	**	**	**	**
Lobby Area (including Atrium, Entry, Breezeways, Courts)	\$50.00/Hr.	\$35.00/Hr.	\$4,373/Month	\$3,061/Month
Gymnasium	\$250.00/Hr.	\$175.00/Hr.	***	***
Baseball, Softball Fields (Varies w/event. Call for rates.)	\$140.00/Hr.	\$98.00/Hr.	***	***
Track (Varies w/event. Call for rates.)	\$40.00/Hr.	\$28.00/Hr.	***	***
Parking Lot (Spaces) (~10ft x 20ft)	\$30.00/Month	\$21.00/Month	***	***

COLLEGE EQUIPMENT/FURNITURE RENTAL

COLLEGE STAFF HOURLY RATES

POSITION	WEEKDAY RATE	WEEKEND RATE
Custodial Staff	\$22.00	\$33.30
Maintenance Staff	\$24.00	\$36.00
Security Officer	\$27.20	\$40.80
Armed Security/Supervisor	\$30.00	\$45.00
Off-Duty Police Officer	City of Jacksonville Rate	City of Jacksonville Rate
Facilities Manager	\$30.00	\$45.00
IT Staff	\$26.00	\$39.00

ITEM	RATE PER DAY USE
Grand Piano	\$100 each plus the cost of tuning. Cost of tuning subject to terms of contractor
Upright Piano	\$50 each plus the cost of tuning.
Tables (Banquet, Round, Rectangular etc)	\$10 per table.
Chairs	\$6 per dozen.
Sound System (mobile)	\$75
Computer Projection System	\$50 for 1-2 monitors, \$150 for 3-4 monitors.
Document Projection System	\$50 for 1-2 monitors, \$150 for 3-4 monitors.
TV/DVD/Other Audio or Visual Equipment	\$25 each.
Laptop Computer	\$50 each.
Microphone	\$5 each.
WiFi Account Creation and Usage	\$10 each.
Mats/Protective Flooring (for Gym use)	\$2000 per event.
Lights (Baseball, Softball, Track)	\$50/hr.

* Out of pocket expenses are not discounted for Non-Profit Organizations (including labor, equipment/furniture, and energy surcharges).

** Digital Media Production Studio & Video Production Hourly Rates as Applicable will be applied.

*** Call for availability/rates.

Facilities Long Term Lease rate is adjustable for annual changes in facilities construction values, current utility costs, typical maintenance costs and the type of space.

Note: Per BR 6Hx7-6.1 College President, Vice Presidents or Executive Director of Campus Operations, Events, & Special Projects may adjust fees for market conditions or otherwise deemed in FSCJ's best interest.

FSCJ EXTERNAL RENTAL INTAKE & CHECKLIST

Example D

REQUESTOR GROUP: _____

POC: _____

EVENT TITLE: _____

DATE(S): _____ TIMES: _____ PARTICIPANTS: _____ Minors? _____

PART ONE (Intake)

- APPLICATION w/REQUIREMENTS** to REQUESTOR - _____
- APPLICATION RECEIVED BACK**- _____
- CREATE LESSEE FOLDER** (SharePoint/FACILITY USE PERMIT#) - _____
- CHECK ROOM AVAILABILITY/RESERVE SPACE(s)** in 25LIVE/ADD To CALENDAR _____
- COMPLETE PRELIMINARY COST ANALYSIS** for **REVIEW** _____
- SEND COST ANALYSIS to REQUESTOR for APPROVAL to PROCEED** _____

PART TWO (Request Documents)

- COI (Certificate of Insurance) or SELF-INSURED LETTER** RECEIVED - _____
- TAX EXEMPT FORM** RECEIVED (*if applicable*) - _____
- 501C-3 FORM** RECEIVED (*if applicable*) - _____
- CROWD MANAGER CERTIFICATE(s)** (*if applicable*) - _____
- ADDITIONAL REQUIREMENTS?** _____

PART THREE (Prepare the Contract and Receive Payment)

- Create **FACILITY USAGE AGREEMENT (FUA)** – For REVIEW _____
- FUA/PAYMENT LINK/DEADLINES** (template) – To REQUESTOR - _____
- FUA/PAYMENT RECEIPT** – Received from REQUESTOR - _____
- COMPILE PDF/ADD ALL DOCS/SAVE** (as completed packet)– *File name structure – Vendor acronym*
- COMPLETED PACKET** to EDCO for SIGNATURE (E-SIGN) - _____
- SEND PAYMENT RECEIPT** To **ACCOUNTS RECEIVABLE (AR)** w/signed, completed packet with Permit #.

PART FOUR (Submit Applicable Work Tickets)

- SCHOOLDUDE – EVENT SET UP** _____
- TECH SUPPORT TICKET** _____
- SCHEDULE TECH SUPPORT APPT FOR LESSEE** _____
- GUEST ACCOUNT (Create/send to Lessee/CC Tech Support)** _____

PART FIVE (Notify Team & Lessee)

- NOTIFY CAMPUS/CENTER EVENT TEAM of EVENT** - _____
- SEND EMAIL TO LESSEE W/EVENT INFO ATTACHED** - _____

Example E

Name of Organization:				Type of Organization:		
Name of Event:				Total Hours of Event:		
Date & Time of Event:						
				For-Profit Organizations, Private Entities, Political Campaigning	Non-Profit Organizations w/Tax Exempt Status (30% discount)	
Space Usage	Room Qty	# Hours	Hourly Rate	100%	70%	Notes
Multipurpose Room	-	-	\$ 100.00	\$ -	\$ -	
Conference Room	-	-	\$ 60.00	\$ -	\$ -	
Office Space	-	-	\$ 15.00	\$ -	\$ -	
Classroom	-	-	\$ 75.00	\$ -	\$ -	
Auditorium	-	-	\$ 120.00	\$ -	\$ -	
Computer Lab	-	-	\$ 100.00	\$ -	\$ -	
Art Gallery	-	-	\$ 100.00	\$ -	\$ -	
Outdoor Space (Varies by Event)	-	-	\$ -	\$ -	\$ -	
Parking Lot Space (Per Day)	-	-	\$ 1.00	\$ -	\$ -	
Space Use Total				\$ -	\$ -	
Energy Surcharge						
Energy Surcharge - Operational				\$ -	\$ -	
Energy Surcharge - Non-Operational				\$ -	\$ -	
Energy Surcharge Total				\$ -	\$ -	
FSCJ Moveable Equipment (per Day)	# Needed	# of Days	Charge	100%	100%	
Tables (Banquet, Round, Rectangular)	-	-	\$ 10.00	\$ -	\$ -	
Chairs (per Dozen)	-	-	\$ 6.00	\$ -	\$ -	
Microphone	-	-	\$ 5.00	\$ -	\$ -	
WiFi Account Creation/Usage	-	-	\$ 10.00	\$ -	\$ -	
Computer Projection System	-	-	\$ 50.00	\$ -	\$ -	
Equipment Total				\$ -	\$ -	
Commercial Rental Sales Tax (If Applicable)						
Duval County Effective 12/1/23 = 6.0%				\$ -	\$ -	<i>Need Tax Exempt Certificate</i>
						<i>*Modify the Formula if Type 2 WITHOUT Tax Exempt Status*</i>
						<i>Tax Rate for Nassau County - 5.5%</i>
Labor	# Hours	# Staff	Hourly Rate	100%	100%	
Security Officer *	-	-	\$ 27.20	\$ -	\$ -	
Armed Security Officer/Supervisor *	-	-	\$ 30.00	\$ -	\$ -	
Crowd Manager (Entire Length of Event) *	-	-	\$ 30.00	\$ -	\$ -	
Custodial Services *	-	-	\$ 22.00	\$ -	\$ -	
Maintenance Set Up/Break Down *	-	-	\$ 24.00	\$ -	\$ -	
IT Standard Set Up ***	-	-	\$ 26.00	\$ -	\$ -	
Facility Manager *	-	-	\$ 30.00	\$ -	\$ -	
Security Deposit (per Event)	-	-	\$ 500.00	\$ -	\$ -	<i>Refundable</i>
Administrative Fee **	1	1	\$ 25.00	\$ 25.00	\$ 25.00	
Labor Total				\$ 25.00	\$ 25.00	
Total Event Cost				\$ 25.00	\$ 25.00	

* Weekend Rate is 1.5x the Hourly Rates

** Charge per Event/Agreement

*** Meeting with Tech Support Prior to Event

INVOICE

Invoice #

Date:

Bill To:

Amount Due:

Event Date:

ITEM	REFERENCE NUMBER	TERM/SESSION	DUE	AMOUNT (USD)
			TOTAL:	

Remittance Portion – Please return with payment to:

Florida State College at Jacksonville
Financial Services
501 West State Street, Suite 307
Jacksonville FL 32202-4030

Please DO NOT send cash.

Make checks payable to Florida State College at Jacksonville

Amount enclosed \$_____

Your cancelled check is your receipt.

A debit or credit card payment can be made at our QUIKPAY site:

https://quikpayasp.com/fccj/commerce_manager/payer.do?orderType=Sponsor%20Third%20Party

Thank you for choosing Kent Campus for your event!

Please let Campus Operations know if you have any post-event comments, questions, or concerns.
We hope to see you again soon!

Your Event Info

Name:

Date:

Location: Select Location

Contact Info



Campus Security

Located in F120

During your event, Campus Security is your first point of contact for any assistance or issues

(904) 381 - 3688



Campus Operations

Located in A100

Available to answer questions ONLY during weekday business hours

(904) 381 - 3547 or 3407



Tech Support

Available to fix technical issues ONLY during weekday business hours

* Make sure to set up your Tech Meeting with our IT Specialist if you have not done so
(904) 381 - 3456

Guidelines

Decorating

- No hanging decorations on stage curtains
- Free-standing props only
- Take away all items you bring

Food & Drink

- **No food or drink allowed in the auditorium** (bottled water ONLY)
- Food & drink is ONLY allowed in the lobby

Not Allowed on Campus

- Smoking is not allowed
- No alcohol of any kind is allowed
- Possession, use, or storage of any weapon is prohibited

After Your Event

- **Check for items left behind by event participants and attendees**
 - FSCJ is not responsible for the security of any abandoned items
- Leave rented Kent tech equipment (mics, cords, etc.) in place
- Turn off all lights in dressing rooms, restrooms, & backstage.



Example H



FLORIDA STATE COLLEGE AT JACKSONVILLE

EVENT SPONSORSHIP REQUEST

Organization Name: _____

- Organization Type:
- Charitable
 - Political
 - Educational
 - Civic
 - Other - State

Description of Event:

Reason for Event/
Benefit to FSCJ:

College Sponsorship Approval

Director of Campus Operations, Events, & Special Projects

Date

Vice President of Finance & Administration (if value exceeds \$2,000)

Date



Florida State College at Jacksonville

Request to Authorize Vendors to Market, Buy, or Sell Products or Services

1. Vendor making the request:

Company Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 Telephone No. _____ Email: _____

2. Request is for the Vendor to call on, solicit/market/sell/exhibit on which campus or center? _____

3. Request is to call on, solicit/market/sell, and/or come on campus for which date(s)? _____

4. Benefit to the College? _____

5. Specifically, what does the Vendor propose to market (buy/sell/service) on campus to students, faculty, and staff? Please be very specific and attach additional information, if needed.

6. Describe the proposed booth or exhibit: (i.e., Booth uses electricity or needs an internet connection, etc.) _____

7. The Vendor agrees to add a "label" that says "Florida State College at Jacksonville has not evaluated nor endorsed their products or services" as well as "all questions are to be directed to the Vendor."
Yes No

8. Describe the proposed handout/flyers. _____

9. Will the Vendor agree to hold the College harmless and provide, upon request, a certificate of general liability insurance listing the College as additional insured? Yes No

Vendor Signature

Vendor Printed Name & Title

College Approval:

Signature

Date

Executive Director of Campus Operations,
Events, & Special Projects: Cameron Fansher

Example I



Florida State College at Jacksonville

College Procedure as to Request to Authorize Vendors to Market, Buy or Sell Product or Services

1. The Supplier is to contact Campus Operations, to explore pre-approval and to request scheduling a mutually agreed-upon time to allow the supplier to market, buy, or sell products or services or come on campus.
2. Campus Operations makes the requesting Vendor aware of the procedures of APM #05-0701 (Sales Representatives and Vendors on Campus) and obtains in writing from the Vendor a completed request form that includes but is not limited to the following:
 - A. Supplier name
 - B. Supplier address
 - C. Supplier contact person's name/phone number/email address
 - D. What specifically the supplier wants to market or sell our students and staff or to solicit buying from College employees
 - E. What specifically the supplier wants to hand out on campus (i.e. flyers, brochures)
 - F. The mutually agreed-upon dates
 - G. Agreement by the supplier that they will be required to:
 - i) Affix a label or statement to any flyer handed out that *"The College has not evaluated nor endorsed the product or service. All questions about the product or service are to be directed to the supplier and not the College"*.
 - ii) Agreement to not speak to students or staff about credit cards or student loans.
 - iii) Agreement to indemnify and hold the College harmless as well as to provide, upon request, a copy of their general liability insurance policy that lists the College as additionally insured.
3. Listed below is the Campus Operations contact information for each campus/center that would correspond with the requesting Vendor.

Campus/Center:	Point of Contact:	Email Address:
Downtown/ATC/URC	Jennifer Revenaugh	J.Revenaugh@fscj.edu
Kent Campus	Antoinette Everett	antoinette.everett@fscj.edu
Cecil Center	Sharon Hobbs	Sharon.Hobbs@fscj.edu
North Campus / Nassau Center	Toni Abbott	tabbott@fscj.edu
South Center	Michael Hines	michael.hines@fscj.edu
Deerwood Center	Erika Soto	erika.soto@fscj.edu

Example J

PUBLIC ASSEMBLY USAGE & DISTRIBUTION of INFORMATION at FSCJ

A. Public Assembly on Common Areas

1. Common areas (outdoor areas) on College grounds may be used for informal public assemblies and as forums that encourage open expression and exchange of ideas. Pursuant to section 1004.097, Florida Statutes; “Outdoor areas of campus means generally accessible areas of a campus of a public institution of higher education in which members of the campus community are commonly allowed, including grassy areas, walkways, or other similar common areas. The term does not include outdoor areas of campus to which access is restricted.” Such public assemblies may not use amplified sound.

2. Public assemblies may not obstruct vehicular, bicycle or pedestrian traffic, obstruct entrances to buildings or driveways, and interfere with instructional activities inside or outside buildings.

3. Public assemblies may not interfere with or harass passersby, interfere with scheduled College ceremonies or events, damage any property including lawns, shrubs or trees, prevent a scheduled or authorized speaker from being heard or otherwise disrupt College activities.

4. Any activity deemed to be a disruption to normal educational, instructional or business operations of the College may be immediately stopped by campus security.

B. Sponsored Assemblies and Organized Activities

1. A person or group who wishes to engage in an expressive activity in outdoor areas of campus may do so freely, spontaneously and contemporaneously as long as the person's conduct is lawful and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of other individuals or organizations to engage in expressive activities. Activities or events sponsored by recognized College organizations or clubs shall be approved by Campus Operations (DCO) at least three (3) working days in advance. In scheduling, College sponsored events or activities involving academic assignments, research, services or other educational functions will receive priority.

2. Student assemblies and other organized activities may not take place indoors without specific permission from the Director of Campus Operations (DCO), or designee. Classrooms and administrative areas of the campus are considered limited public forums, and in some cases private forums and as such subject to limitations imposed on students through established classroom decorum and College protocol, which protect and advance the educational purpose and mission of the institution.

3. Persons and groups from outside the College community who engage in organized free speech activities on campus may be subject to the College's rules and procedures regarding the use/rental of College facilities, which may require charges to use the facilities and/or an executed indemnity agreement. Such rules and procedures shall be enforced in a content neutral manner.

C. Commercial sales and solicitation

1. Businesses, agencies, charities or other entities seeking to engage in commercial activities and solicitation shall comply with the requirements in APM 05-0701, Vendor on Campus and request permission to come onto College property for such purposes through the Director of Campus Operations (DCO), or designee. Other commercial activity on College property may be permitted through a contract entered into with such party, such as a sponsorship or advertising contract.

2. Unless approved in advance or otherwise permitted by contract, all commercial solicitation or sales is prohibited, including the distribution of commercial printed materials.

D. Distribution and Posting of Printed Materials and Literature (non-commercial)

1. Printed materials include notices, handbills, leaflets, pamphlets, newspapers, signs, posters, magazines and similar printed papers. Printed materials may only be distributed in outdoor common areas of the College.

2. No printed materials may be distributed within College buildings and facilities, including athletic fields and recreational areas. Printed materials may not be distributed in any manner that interferes with access to buildings or facilities. No material of any kind (commercial or non-commercial) may be placed on automobile windshields.

3. The College has established areas throughout campus where printed material may be posted without prior authorization. The posting of any items advocating illegal, pornographic or violent activity or otherwise interfering with the orderly functioning of the institution is prohibited.

4. Specific departmental or administrative bulletin boards are for the exclusive use of members of those academic or administrative areas where they are located, and such bulletin boards are provided exclusively for the posting of official business or information originating from the applicable College academic or administrative units. Irrelevant items that are posted without administrative approval will be removed.

E. Circulation of Petitions and Surveys

1. Informal petitions and surveys may be conducted in outdoor common areas of the College. Petitions and surveys may not occur within College buildings and facilities, including athletic fields and recreational areas. Petitions and surveys may not be conducted in any manner that interferes with access to buildings or facilities. Those that require a table or station to conduct a petition or survey must receive prior permission from the appropriate Campus DCO, or designee.

2. Petitions and surveys shall be conducted in a courteous manner without any coercion or force. In no case shall tactics of harassment or intimidation be used to solicit participation in signing a petition. Students and employees should not be approached; rather those petitioning and circulating surveys should await students and others to approach them.

F. Silent and Personal Expressions of Free Speech

1. Silent expressions of free speech where confined to one's immediate person such as speech found on clothing or other personal belongings, or the displaying of buttons, pins and armbands are allowed. However, such expressions are subject to the College's rules and procedures relating to behavior that may constitute illegal harassment or be unreasonably disruptive.

G. Exhibits and Displays on College Premises

1. Pre-approval from the appropriate Campus DCO, or designee, of times and locations of display is required prior to formally addressing the College community while using tables, chairs or other accessories for exhibits and displays. Chartered student organizations, campus visitors and students are permitted to have exhibits and displays on College property in accordance with the same guidelines as set forth above for organized public assemblies. The College reserves the right to set limits per event or organization in order to allow equitable access.

H. Non-Compliance

1. All individuals and organizations disseminating any information on campus are subject to sanctions for failure to comply with this procedure. Such sanctions may include payment of reasonable charges resulting from non-compliance, including repairing, cleaning, painting and/or replacement costs. College students and employees may be subject to institutional disciplinary or administrative action as stated in the Student Conduct Code and/or applicable College rules and procedures. Outside entities may be issued a trespass warning and denied future access to College premises.

Deerwood Center INTERNAL Event Request Form

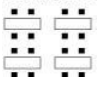
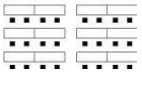
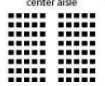
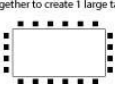

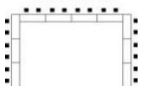
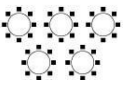
Example K

Event Coordinator: _____	Event Host (Person who will be in attendance at event): _____
Phone Number: _____	Department: _____
Event Name: _____	Event End Date: _____
Event Start Date: _____	Departure Time: _____
Arrival Time: _____	Event End Time: _____
Event Start Time: _____	

Popular Locations

B1204 Large Academy Space (Capacity 180 banquet setup)	B1206 Small Academy Space (Capacity 90 theatre setup)	G1709 Performance Theatre (Capacity 75 fixed seats)	C1336 Center Stage (Capacity to be determined)
Other location: _____ (Capacity to be determined)			

How would you like the room setup for your event? Please note that you will need to submit a Bldg. Maintenance Request for this

<input type="checkbox"/> Pods	<input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> Family Style	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Banquet Tables
Pods 4-8 chairs per table 	Classroom 2 chairs per table 	Theatre Chairs only (facing front) center aisle 	Family Style Wide or slim tables pushed together to create 1 large table 	Hollow Square Slim tables used to make a hollow square with 2 chairs per table 	U-Shape Slim tables used to make a U-shape with 2 chairs per table 	Banquet Style Round tables with up to 8 chairs 

Please specify the number of each: _____		Tables _____	Chairs _____
Equipment Needed:		<input type="checkbox"/> Podium	<input type="checkbox"/> _____ Microphone(s)
<input type="checkbox"/> Computer	<input type="checkbox"/> Laptop	<input type="checkbox"/> Internet	<input type="checkbox"/> Screen
		<input type="checkbox"/> Projector	<input type="checkbox"/> Whiteboard
		<input type="checkbox"/> Other	

Specify below any unique or special ADA accommodations that will be needed: _____

General Information:

Expected Attendance: _____ Is this event open to the public: Yes No

Do you have a Crowd Manager (if over 49 attendees): Yes No (If yes, please submit the certificate with your questionnaire)

Name of Crowd Manager (if applicable): _____

Will you serve food? Yes No Name of Caterer: _____

Will you need any designated parking spots? (ie: College President)? _____

By requesting to use space or a room for a college event, college activity or college meeting, you agree to be the **EVENT COORDINATOR RESPONSIBLE FOR THE FOLLOWING:**

- Will enter a **Maintenance Request/Work Order** (via SchoolDude) for room setup at least **one week prior** to this event. Please include event name, date and time in the request. If this is not completed, the room will be "as is" for event.
- Will enter a **service ticket for "Technology Setup for an Event"** (via <http://help.fscj.edu> or <https://fscj.service-now.com>) & schedule time (**one week**) before the event to learn how to use the equipment in the specific space or room.
- Must be present and in attendance for duration of this event. If for some unexpected reason, you are unable to serve as the event coordinator, you need to find an appropriate substitute (must be an employee of the college) for these duties and notify Campus Operations 48 college business hours before this event.
- Will properly shut down the equipment in the specific room used after the event.
- Will make sure the room is secured when leaving.

Please check box signifying that you have read, understand, and agree with all that is stated above.

Return form to Erika Soto at erika.soto@fscj.edu. Confirmation email will be sent after review/approval.

Example L

Kent Campus Rentals 2018 - 2019 (FY2019)

PERMIT #	ORGANIZATION	TYPE ORG	DATE(S)	FACILITY	RENT	SECURITY	CUSTODIAL	IT	EQUIPMENT FEES	ENERGY SURCHARGE	TAX	TOTAL CHARGED	%	APM DISCOUNT
KC-FY19-R01	Jacksonville Myanmar Assoc.	Type 2 50% Discount	9/16/2018	Kent Auditorium, F128	\$ 200.00	\$291.00	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 587.00	50	\$ 200.00
KC-FY19-R02	Mr. Senior High School Pageant	Type 3 No Discount	10/13/2018	Kent Auditorium, F128	\$800.00	\$266.00	\$96.00	\$0.00	\$10.00	\$0.00	\$79.70	\$ 1,251.70	0	\$ -
KC-FY19-R03	TLC Stage Production	Type 3 No Discount	10/20/2018	Kent Auditorium, F128	\$800.00	\$212.80	\$96.00	\$0.00	\$5.00	\$0.00	\$75.74	\$ 1,189.54	0	\$ -
KC-FY19-R04	Hope Empowerment Resources	Type 3 No Discount	10/27/2018	Kent Auditorium, F128	\$ 500.00	\$349.20	\$ 96.00	\$0.00	\$0.00	\$0.00	\$28.64	\$ 973.84	0	\$ -
KC-FY19-R05	Hispanic Flamenco Ballet	Type 2 50% Discount	12/7/2018	Kent Auditorium, F128	\$ 250.00	\$0.00	\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 250.00	50	\$ 250.00
KC-FY19-R06	Miss Black Florida USA	Type 3 No Discount	12/8/2018	Kent Auditorium, F128	\$ 1600.00	\$378.30	\$ 96.00	\$0.00	\$146.00	\$0.00	\$150.98	\$ 2,371.28	0	\$ -
KC-FY19-R07	Sav Kannada Diwali Cultural Event	Type 3 No Discount	12/9/2018	Kent Auditorium, F128	\$ 800.00	\$ 425.60	\$ 96.00		\$ 49.00		\$ 93.20	\$ 1,463.80	0	\$ -
KC-FY19-R08	Melrose Ave. Preschool & Kindergarten	Type 3 No Discount	12/13/2018	Kent Auditorium, F128	\$ 600.00				\$ 6.00		\$ 41.21	\$ 647.21	0	\$ -
KC-FY19-R09	The Miss Jacksonville Scholarship Foundation, Inc.	Type 2 50% Discount	2/2/2019	Kent Auditorium, F128	\$ 400.00	\$ 201.60	\$ 96.00	\$ -	\$ -	\$ 206.00	\$ 60.54	\$ 964.14	0	\$ -
KC-FY19-R10	Yohanna's Performing Arts/The Journey	Type 2 50% Discount	2/14/2019, 2/15/2019, 2/16/2019	Kent Auditorium, F128	\$ 750.00	\$ 425.60	\$ 192.00	\$ -	\$ 62.00	\$ -	\$ -	\$ 1,429.60		\$ 750.00
KC-FY19-R11	United States Army Core of Engineers Training	Type 1 No Charge	04/08/2019- 04/12/2019	Kent Amphitheatre, E104	\$ -	\$ -	\$ 140.00	\$ -	\$ -	\$ -	\$ -	\$ 140.00	100	\$ 4,000.00
KC-FY19-R12	Generation: You Employed, Inc.	Type 2 50% Discount	04/15/2019- 06/30/2019	Kent Classroom, C204	\$ 5,245.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,245.00	50	\$ 5,245.00
KC-FY19-R13	Savikannada Jax Corp.	Type 3 No Discount	5/12/2019	Kent Auditorium, F128	\$ 250.00	\$ 292.60	\$ 96.00		\$ 43.00	\$ 206.00	\$ 59.47	\$ 947.07	50	\$ 250.00
KC-FY19-R14	Avondale Dance LLC	Type 3 No Discount	6/8/2019	Kent Auditorium, F128	\$ 800.00	\$ 212.80	\$ 96.00	\$ -	\$ 68.00	\$ 206.00	\$ 92.65	\$ 1,475.45	0	\$ -
KC-FY19-R15	JTA (Jacksonville Transit Authority)	Type 1 No Charge	6/18/2019	Kent Small Auditorium, E104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100	\$ 350.00
KC-FY19-R16	Organization of Competitive Bodybuilders	Type 2 Nonprofit	6/29/2019	Kent Auditorium, F128	\$ 500.00	\$ 478.80	\$ 96.00	\$ -	\$ 42.00	\$ 206.00	\$ -	\$ 1,322.80	50	\$ 500.00
Total:					\$ 13,495.00	\$ 3,534.30	\$ 1,292.00	\$ 0.00	\$ 431.00	\$ 824.00	\$ 682.13	\$ 20,258.43		\$11,545.00

Note: Discount for Non-Profit Organization applies towards Rental Rate only.

\$13,495.00	\$3,534.30	\$1,292.00	\$0.00	\$431.00	\$824.00	\$682.13	\$20,258.43	\$11,545.00
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February 28, 2022 - March 6, 2022

February 2022							March 2022								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	5				1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26		
27	28						27	28	29	30	31				

Monday, February 28

Tuesday, March 1

7:30am - 12:30pm CDL Testing - COJ/Duval County Tax Collector's Office (long-term rental) (E-104 --- (please open room by 7:45 AM))

8:30am - 3:00pm Trinity Christian - Dual Enrollment Test (Kent C213, C218)

9:00am - 11:00am Business Program Meeting (D-111)

10:00am - 11:50am Reservation for Instructor Verlin (Kent E-220)

2:00pm - 3:00pm Kent/Cecil Leadership Meeting (D-111)

Wednesday, March 2

Thursday, March 3

11:00am - 1:30pm Author Series 2022 (F-128)

2:00pm - 4:00pm Dr. Avendano Town Hall Meeting (Kent D120)

7:30am - 12:30pm CDL Testing - COJ/Duval County Tax Collector's Office (long-term rental) (E-104 --- (please open room by 7:45 AM))

9:00am - 11:00am Business Program Meeting (D-111)

10:00am - 11:50am Reservation for Instructor Verlin (Kent E-220)

4:00pm - 5:30pm MYTH AMERICA - Ethiopia II (Kent E112F)

6:00pm - 9:00pm HR Cert Prep (PHR/SPHR) - CCE 0674 1 3914 2222 (Kent B203)

Friday, March 4

Saturday, March 5

10:00am - 3:00pm LifeSouth Blood Drive

10:00am - 2:00pm Spring Fling (Courtyard)

Sunday, March 6

STANDARD OPERATING PROCEDURE # 04.002**Subject: Property & Asset Management****1.0 Purpose**

To establish procedures for the management of College property in adherence to [FSCJ APM 04-1101 Property Control and Accounting](#).

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Campus Operations, Events & Special Projects, the Campus Operations (CO) team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

The College must maintain a property records system to manage property from the time it's acquired to the time of disposal. To meet this requirement, the College uses PeopleSoft Asset Management (AM). PeopleSoft AM is a simple web-based system that helps to manage, update, and track the life cycle of assets. It allows users to inquire about any type of college property purchased or grant-funded; track equipment quantity and information regarding the condition, price, location, responsible party, and other essential aspects.

Inventory of Assets -

On an annual basis, the College must complete a physical inventory of all FSCJ-tagged assets. Campus Operations, working with Purchasing and Central Services staff is the primary lead for each campus/center in the implementation of the College's annual process of scanning all barcoded assets. The College uses CG4 Asset Tracking software to scan barcodes which integrates with PeopleSoft's AM module.

To ensure all inventory within a campus/center is scanned promptly and reported back to Purchasing & Central Services by the required deadline, an inventory team is created.

Inventory teams should be relatively small with team members who will be able to focus on the process and ensure the task is completed properly and promptly.

Each inventory team shall primarily consist of a member from Campus Operations, Tech Support, Facilities, and Receiving. The personnel choice may vary by campus/center. The team will also work closely with the point of contact from Central Services.

Below is a list of best practices that should help ensure a smooth process of locating and scanning all assets college-wide:

- Designate Inventory Team Members
- Establish Role of Key Players (Deans, Instructional Managers, Lab Managers)
- Prioritize Location and Accessibility
- Knowledge of Floor Plans and Layout of Building/Room
- Use of the Latest Technology
- Report of Items to be Inventoried
 - Before inventory begins, it's helpful to run an *Asset by Location* Report
 - Pathway for *Asset by Location* Report --Financial Supply Chain>Reporting Tools>Query>Query Viewer. If needed, contact the Central Services Coordinator for assistance.
 - Pull an *Asset by Location* Report by Excel option.
- Schedule Date and Time for Implementing Inventory
- Once scanning begins, teams should run a daily report through CG4 to show all items scanned from the day before and to help determine what assets are outstanding.
 - Log into CG4 Asset Tracking System
 - At the Main Menu, Click Reports
 - Scroll to Custom Reports
 - Choose Not Inventoried - /respective site letter/ see below.
 - ❖ *Each FSCJ site begins with an alphabetical letter designation – choose your site's respective letter to get the correct report (i.e. Not Inventoried -/G/ would be a report for Deerwood):*
 - A = Downtown
 - B = North
 - C = Kent
 - D = South
 - F = Nassau
 - G = Deerwood
 - H = Cecil
 - J = Admin Offices
 - K = Surplus
 - Export the report to Microsoft Excel Workbook Data-only.

IMPORTANT – *The number of simultaneous users logged in to CG4 is very limited. The CG4 website will still*

count you as being a logged-in user if you close the browser before logging out. After running the report, LOG OUT of CG4 and then close our browser.

4.0 Training

To learn more about asset management follow the below steps to access Purchasing Training Materials & Resources.

- Go to Employee Self-Service in PeopleSoft and click on the “My Finances” tile.
- Click on the “Training Materials & Resources” tile.
- Click on the “Finance & Purchasing Training” link. (The link navigates to the Canvas training site where all Finance & Purchasing training is housed.)
- Scroll to Module 13. Property Custodians

STANDARD OPERATING PROCEDURE # 04.003

Subject: Duplication Services

1.0 Purpose

To establish procedures for Collegewide duplication services.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Campus Operations, Events & Special Projects, the Campus Operations (CO) team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

The College provides numerous walk-up copy machines at our campuses and centers for the duplication and printing needs of faculty and staff. Print jobs over 25 pages should be sent to one of the College's Duplication Centers.

Duplication Centers are located at North, South, and Kent Campuses; Deerwood Center offers limited duplication services through the Faculty Resource Center. Cecil and Nassau Centers utilize Kent and North campuses for their duplication needs. Central duplication operations are at the Administration Offices (AO) Print Shop. The goal is to render a wide range of timely, economical, and high-quality printing and copy services.

Duplication Center Services:

- Printing and Copying – Black & White
- Scanning
- Collating and Stapling
- Papercutting
- Folding
- Laminating

Please note:

Coil bindings, tape binding, and color copy services are offered through the AO Print Shop. There is a charge for AO printing/duplication services. Total cost for print jobs = print per click + paper + additional finishing services. The requestor must give departmental budget information for charges incurred.

Duplication Centers E-mails & Room #s:

AO Print Shop	aoprintshop@fscj.edu	AO-106
North Duplicating Center	nthduplicating@fscj.edu	A-174
South Duplicating Center	sthduplicating@fscj.edu	A-100
Kent Duplicating Center	Kent_Duplicating@fscj.edu	E-123
Deerwood Center	FRCDeerwood@fscj.edu	C-2300
Nassau Center	nthduplicating@fscj.edu	North Campus
Cecil Center	Kent_Duplicating@fscj.edu	Kent Campus

Duplication Centers – Hours of Operation:

Monday – Friday, 8:00 am – 4:30 pm

Lead Time

Please allow the duplicating center up to 48 hours to complete your request as time varies depending upon the quantity and services requested.

Collegewide Duplication Tasks:

- *Canon Service Contract Maintenance*

The Campus Operations team oversees the annual service contract purchase order (PO) for the lease of Canon equipment at their respective campus/center. This involves inputting of the requisition based on the timeline and information attained from Purchasing; the validation and reconciliation of monthly invoices; and budget tracking.

- *Equipment Servicing and Repair Liaison*

Campus Operations Coordinators manage the duplication services on each campus. They serve as the liaison with the equipment contractor (Canon) regarding technical questions about duplication equipment and facilitate communication with Canon as needed.

When malfunctions occur, users should contact the Campus Operations Coordinator with the Canon Model number and location. Campus Operations will submit the service request to Canon for the repair. If the Campus Operations Coordinator is not available, users should report the information to the Campus Operations Assistant.

- *Paper, Toner & Staples for Copiers*

The College provides copier paper to individual departments and stores the paper in individual campus duplication/mailrooms. Duplication/Mailroom staff members at each campus are the point of contact for paper restock requests.

Toner cartridges and staples for Canon campus duplication machines are provided and replaced under the service contract. To order a replacement toner, users should contact Duplication/Mailroom staff. To order staples contact the Campus Operations Coordinator.

Used toner cartridges are to be returned in their original box to your campus Duplication/Mailroom for recycling. Write RECYCLE on the box with a sharpie to designate the toner as used.

Toner cartridges for personal desktop printers are generally not provided by Campus Operations including the duplicating center and must be purchased through respective departmental budgets.

- *Equipment Replacement*

All requests for equipment replacement should be addressed to the Campus Operations Coordinator who will obtain required documentation for review/recommendation to be considered with the Purchasing Department. Requests for replacement or upgrades will be based upon a review of documented need, history/usage date, and equipment specifications by cost and function. If approved, the Purchasing Department will notify Campus Operations.

- *Security of Material*

Each campus has a secured area for Faculty/Staff to drop off tests and other sensitive materials. Faculty/Staff must indicate on the sign-in sheet what type of documents, date, and drop-off time before placing them in the secured location. If picking up materials before or after hours, Faculty/Staff can contact Security to access the center and must sign the logout sheet by providing your name, date, and time of pick-up.

STANDARD OPERATING PROCEDURE # 04.004**Subject: Mailroom/Receiving Services****1.0 Purpose**

To establish procedures for mailroom and receiving services Collegewide.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Campus Operations, Events & Special Projects, the Campus Operations (CO) team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation**Mailroom Services -**

FSCJ provides intra-campus distribution and outside mail services to meet all College mailing needs. Mailroom staff on each campus process all of the incoming, outgoing, and intra-campus mail.

Intra-campus mail may be used for small, enveloped items up to paper box-sized materials from one College employee to another. Items being transferred through intra-campus mail weigh less than 25 lbs. First-class mail may be dropped either with receiving, mailroom, or duplicating. The process for each campus may be slightly different.

First-class mail, certified mail, and overnight delivery can also be dropped off. First-class mail needing stamps will be sent downtown to AO Central Services Mailroom where the letter is stamped and then sent to the post office.

Overnight delivery services such as FedEx, DHL, and United Parcel Service (UPS) require a budget number assigned before the receiving department can arrange for pickup. All assigned budget numbers will be charged back to the department program.

Intra-campus mail is delivered to the receiving area of each campus as follows:

- North Campus, Nassau, Cecil, and Kent Campus:
 - Fall & Spring Terms: Monday, Wednesday, Friday
 - Summer Term: Monday and Wednesday

- South Campus, Deerwood, and Downtown Campus:
 - Fall & Spring Terms: Monday, Tuesday, Thursday
 - Summer Term: Tuesday and Thursday

Mailrooms are generally located within the Receiving area of each site:

Downtown Campus	921 North Pearl Street Jacksonville, FL 32202	A-1034	632-5058
Kent Campus	3939 Roosevelt Ave Jacksonville, FL 32205	E-123	381-3459
Cecil Center North	5640 POW-MIA Memorial Parkway Jacksonville, FL 32221	A-101Q	779-4145
Cecil Center South	13510 Aerospace Way Hangar 14 Jacksonville, FL 32221	Hangar 14	317-3825
South Campus	11901 Beach Blvd Jacksonville, FL 32246	A-101	646-2355
Deerwood Center	9911 Old Baymeadows Road Jacksonville, FL 32256	C-2300 - mail G1700D - dock	997-2603
North Campus	4501 Capper Road Jacksonville, FL 32218	A-102D	766-6695
Nassau Center	76346 William Burgess Blvd Yulee, FL 32097	A-115 T-115	548-4453
AO Central Mailroom	501 West State Street Jacksonville, FL 32202	AO-106	632-3216 632-3104

Receiving Services -

The Duplicating & Mailroom Coordinator is responsible for physically receiving all goods and ensuring those items with a Purchase Order are received within the PeopleSoft system. If the Duplicating & Mailroom Coordinator is not available, the Campus Operations Coordinator will be responsible for the receiving process.

The Duplicating & Mailroom Coordinator shall ensure all goods are efficiently delivered to their respective destinations by overseeing all aspects of the flow of products. This may include logging or receiving packages through PeopleSoft and then performing one or more of the tasks below:

- Place the package in the respective mailbox.
- Deliver the package to the end user.
- Enter a work order for Facilities to deliver the package if too large to safely manage.
- Contact end users to notify them of the package being delivered.
- Contact the department who ordered the products to notify them of receipt and inquire how to proceed (i.e., Facilities Planning & Design).

Receiving tasks performed by Duplicating & Mailroom Coordinators include the following:

- Responsible for the flow of products for respective sites.
- Receive, inspect, and sign off on deliveries from vendors, verifying that the correct items and quantities have been delivered.
- Perform quality assurance inspections to ensure the items received are in good condition and meet College standards.
- Update inventory records using PeopleSoft, ensuring that the inventory is accurate and up-to-date.
- Organize and store received items in the appropriate areas of the receiving area.
- Prepare and maintain detailed receiving logs.
- Coordinate the return of damaged goods or shipment errors to suppliers.
- Receive items in the PeopleSoft system.
- Integral part of the inventory team for scanning of barcoded assets.

Receiving in PeopleSoft -

Duplicating & Mailroom Coordinators receive, inspect, return, and deliver the products to end users or academic programs. The online Receiving module page of PeopleSoft allows users to receive, accept, and reject shipment quantities.

PeopleSoft has established a 3-way match rule for receiving when required on Purchase Orders.

PeopleSoft will intuitively compare invoices with purchase orders and receiving documents. This ensures that we only pay for the products that we order and receive. When received in PeopleSoft, the requested goods and services will be “triggered” for Accounts Payable to pay. If the line items on the initial purchase order do not line up, or the receipt and invoice do not match, the payment will not be made.

- **Receiving a Purchase Order:** PeopleSoft enables receipts to be created for items or services received from Suppliers. Shipments can be received in full or partially. The ordering departments are responsible for verifying that purchased products or services are received or installed in proper condition and are in compliance with the terms of the official College Purchase Order (PO). For PO goods that were installed on site and bypassed Receiving, the ordering department should send an email confirming receipt of goods/installation for the items to be received in PeopleSoft.
- **Asset Receiving:** If the PO specifies an Asset Profile ID, it is identified as an ‘asset’ and the system provides an Asset Management page to record the physical attributes.
- **Barcodes/Asset Tags:** Property with a dollar value of more than \$5,000 and certain grant-funded items will be marked with an identifying barcode number. This will be entered into the inventory records along with identifying information such as serial number, model number, manufacturer,

and custodian.

The property can then be scanned, tracked, managed, depreciated, and properly reported using the asset tag/barcode number.

The barcode should be permanently affixed to the property unless the value or usage of the item would be permanently impaired by the attachment of the barcode sticker. If this is the case then the information shall be printed from the program and have the barcode attached to paperwork and retained in a property notebook for reference.

- **Canceling Receipts:** When canceling a receipt or line on the receipt after it has been entered and saved, you must first select the receipt number to cancel.
- **Reviewing Receipt Information:** You will need to access the Review Receipt Information page to review your receipts.
- **Receiving an Inventory Item by PO Number:** If identified as inventory items, PeopleSoft will provide a Putaway page to record quantities by business unit, area, and storage location. This information will be integrated into the inventory module.
- **Annual Inventory of Assets:** Campus Operations is the primary lead for each campus/center in the implementation of the College's annual process of scanning all barcoded assets. The College uses CG4 Asset Tracking software to scan barcodes which integrates with PeopleSoft's Asset Management module. This process is further explained in the Asset Management SOP 04.002.

4.0 Training

To learn more about asset receiving follow the below steps to access Purchasing Training Materials & Resources.

- Go to Employee Self-Service in PeopleSoft and click on the "My Finances" tile.
- Click on the "Training Materials & Resources" tile.
- Click on the "Finance & Purchasing Training" link. (The link navigates to the Canvas training site where all Finance & Purchasing training is housed.)
- Scroll to Module 9. General Receipt & Asset Receiving Training.

STANDARD OPERATING PROCEDURE # 04.005**Subject: Administrative Support Services****1.0 Purpose**

To establish procedures for the wide range of administrative support processes Campus Operations staff members perform to meet departmental and College goals. This effort should help improve administrative efficiency, optimize resources, and streamline operations.

2.0 Roles and Responsibilities

Under the guidance of the Executive Director of Campus Operations, Events & Special Projects, the Campus Operations (CO) team shall ensure the implementation of these procedures and their requirements.

3.0 Implementation

Campus Operations staff members are responsible for ensuring that academic, business, and administrative processes are completed in compliance with College policy. The scope of Campus Operations includes a wide range of administrative functions which are outlined below:

Campus-wide Communication:

Communicating accurate information effectively and efficiently to faculty, staff, students and the public is an important process for Campus Operations (CO). CO staff work collaboratively across departments to ensure efficient, consistent operating processes that abide by applicable regulations and policies. CO staff actively engage with internal and external constituents using several communication platforms in-person, telephone, Outlook, Microsoft Teams, Webex, external Marquees, SharePoint, and other online resources.

Being an integral part of the College, Campus Operations is often asked to disseminate information to the campus or center. Choosing the right communication channel is important as well as the message itself. Crafting clear and concise messages helps the intended audience grasp the information.

CO staff shall follow the best practices below for effective communication:

- ✓ Keep It Simple
- ✓ Focus on the key points
- ✓ Organize information logically
- ✓ Be specific
- ✓ Be precise
- ✓ Use visual aids if necessary

Departmental Expenditures & Tracking:

Campus Operations staff are tasked with handling allowable departmental expenditures for goods and services necessary for day-to-day operations. This may include fiscal tasks such as purchase orders, vouchers, payment of invoices, travel authorizations, expense reports, P-Card transactions, financial reporting, etc. CO staff shall ensure proper transaction documentation, fiscal responsibility, ethical behavior, and compliance with all state, federal, and College by-laws and policies. Training can be found in the College's Finance and Purchasing Module under the My Finances tile.

- *Vouchers*

Campus Operations staff are responsible for the input of vouchers within PeopleSoft under the My Finances tile. Vouchers are records that are created for the processing of supplier invoices, employee expenses, or adjustments. Vouchers can also be created for items for which payment is required but no invoice was received as a unique 'invoice' number can be created within the voucher.

- *Purchase Orders*

A Purchase Order (PO) is a purchaser's written document to a vendor formalizing all the terms and conditions of a proposed transaction. It is a legal document and constitutes the vendor's authority to provide an invoice for the goods and/or services for the College.

POs are processed by entering a requisition into the Purchasing module of PeopleSoft. Once the requisition goes through the approval process it is dispatched as a purchase order to the vendor.

Campus Operations staff handle specialized POs for the department. They may create either Blanket Purchase Orders (BPOs) or Service Contract Purchase Orders (SCPOs). A BPO is a type of purchase order designed to consolidate repetitive small purchases from a single supplier and an SCPO is a single contract typically for a one-year term for services and is invoiced every month. On occasion, change orders are needed to manage POs, which can be created through the My Forms/Finance Forms tile in PeopleSoft.

- *Travel Authorizations*

Travel Authorizations require authorization procedures to get reimbursed for college-related business travel which can include conferences, hotel accommodations, airline flights, meals, parking, and mileage. An expense report must be input into PeopleSoft to pay the traveler.

- *Procurement Card (P-Card)*

Each member of the Campus Operations team has a P-Card for needed/allowable purchases. This enables the reduction of the number of small purchases that go through our procurement department. P-Card reconciliation is completed each month with each team member verifying information is accurate and indicating what the purchase was for, the department, the day of purchase, and why the purchase was made.

The P-Card cannot be used for purchases of restricted commodities and/or purchases from restricted

vendors. All P-Card transactions must be made for the sole use and benefit of the College.

Office Assignments and Occupancy:

The Executive Director of Campus Operations, Events & Special Projects is the approver for office assignments Collegewide. Requests for a new employee office or the relocation of an existing employee are made through the JIRA helpdesk.

The JIRA Software tile can be found via the FSCJ One Login Portal. The requester completes the required information which includes:

- Name
- Move Date
- Position Code
- Campus
- Room Number
- Department
- New Phone Number or Existing
- Share mailbox access
- Share drive or SharePoint
- Network Printers
- Software

Through the JIRA helpdesk, office requests are routed to both the Executive Director of Campus Operations, Events & Special Projects and the respective Campus Operations Coordinator for approval. Once the approval is made, Tech Support/IT is notified and the office set-up or relocation will proceed.

The Campus Operations Coordinators at each campus/center are responsible for the upkeep of an office occupancy inventory sheet which shows all office assignments throughout their respective sites.

The Office Occupancy spreadsheets are based on the Collegewide floor plans. The spreadsheet includes all of the offices and open spaces that are occupied by faculty and staff. This list is updated when a new employee has been hired, vacated, or relocated to a different campus. This spreadsheet is especially helpful in the event of an emergency or disaster.

Any special office or space requests that come through other means such as an email should be directed to either JIRA or forwarded to the Executive Director of Campus Operations and copy Facilities Planning & Design.

Issuance of Keys/Access Control:

The key control process is handled mainly by the Facilities area and supported by Campus Operations. Campus Facilities Directors in conjunction with the Executive Director of Campus Operations, Events & Special Projects shall ensure adherence to [APM 06-0903 - Key Control](#).

Each campus/center will maintain a record of issued keys, and upon the resignation, termination, or

transfer of personnel shall require all College keys to be returned and appropriate records updated. The Executive Director of Campus Operations, Events & Special Projects, in coordination with the respective Campus Facilities Director, shall ensure an annual inventory of all master, sub-master, and high-security area keys.

All sites should establish and follow desktop key request procedures as indicated in [APM 06-0903 - Key Control](#).

Key Control best practices are noted below:

- The requester completes a “Master Key Request Form” and submits it to the Campus Operations Coordinator.
- Campus Operations Coordinator:
 - ✓ Review the key request form for completeness
 - ✓ Compares to Office Occupancy spreadsheet and updates sheet as necessary
- When the signed Master Key Request form is returned, the Campus Operations Coordinator will:
 - ✓ Save the signed PDF within the Key folder on the network.
 - ✓ Enter data into Building Maintenance through PeopleSoft for key requests.
 - ✓ Follow the campus/center process to attain or assign key card access codes.
 - ✓ Update the Office Occupancy sheet.
- When the key is ready, the trades worker of keys will email faculty/staff members that their key is ready for pickup.
- Upon termination, the requestor is to return all the keys to the Campus Operations Coordinator or the trade’s worker of keys.
- Keys should not be held by the Supervisor while waiting for a new hire.
- The Office Occupancy spreadsheet should be updated.
- Metal keys are not to be issued to students, student workers, or adjunct instructors.

Records Management Coordination:

Records management is the systematic and administrative control of records throughout their life cycle to ensure efficiency and economy in their creation, use, handling, control, maintenance, and disposition.

Records management provides:

- ✓ Compliance with legal retention requirements.
- ✓ Cost savings with reduced space requirements in offices and on servers.
- ✓ Increased efficiency in retrieval of information.
- ✓ Control over new records creation.
- ✓ Support and documentation of institutional policy formation.
- ✓ Identification of historical records.

- ✓ Litigation support and protection by maintenance of only records necessary to business activities.

The Executive Director of Campus Operations, Events & Special Projects has overall responsibility for records management at each campus/center and, as the Tier I Coordinator, has the responsibility to interact with the College's Office of Records Management and ensure adherence to FSCJ's [APM 02-1403 - Records Retention and Disposition](#).

The Campus Operations Coordinators, working with the Campus Operations Assistant, and assigned department Academic Coordinators, shall serve as Tier II Records Management Coordinators. Campus Operations Coordinators will serve as the overall record management unit leaders for their respective campus/centers, they serve as subject matter experts to help members of their campus/center community with the process and prepare records disposition reports for annual submission to the Executive Director of Campus Operations, Events & Special Projects (Tier I Coordinator).

- Campus Operations Coordinator shall ensure that each department has and maintains a Tier II Coordinator, who is accountable for their area's disposition sheets. The best practice is for Campus Operations staff to maintain a Records Management Coordinator list for each campus/center.
- Near the end of each January, Records Management staff will send out a Records Management Timeline for Fiscal Year. This will include a new disposition list spreadsheet to be used for the year. Campus Operations staff should send this out to the Records Management Coordinators at their respective campuses/centers. The best practice is to send a simple statement reminding RM Coordinators of the annual disposition process and deadlines.
- At the end of the Fiscal year, Campus Operations staff must gather and assemble all campus/center disposition sheets attained from departmental RM Coordinators. CO staff shall compile all information onto the College-provided Disposition List (Excel spreadsheet) and have this signed by the Executive Director of Campus Operations. Once signed, a .pdf version should be created of the Disposition List (Excel spreadsheet) with all departments' disposition sheets included as backup documentation. Both a hard copy and an emailed .pdf copy must be sent to the College's Records Management Program Coordinator.

- ***Records Management Training-***

The College's Records Management Program Coordinator is always willing to offer training in person or virtually on Public Records and on the Disposition List/Records Management.

Additionally, more information and training regarding Records Management can be found at the [State Library & Archives of Florida General Schedules](#).

Campus Emergency Operations Plan (CEOP):

The Campus Emergency Operations Plan (CEOP) is a document that outlines the procedures and responsibilities of the respective campus/center in the event of an emergency or disaster. It's based on FSCJ's Comprehensive Emergency Management Plan (CEMP) in accordance with [Board Rule 6Hx7 – 2.14](#).

[Safety and Security](#). Both the CEOP and the CEMP are used to guide the actions and decisions of the College during an emergency, to minimize the impacts and risks, and to restore normal operations as soon as possible.

The Executive Director of Campus Operations, Events & Special Projects oversees and directs the CEOP and reporting structure at all campuses, centers, and auxiliary units. Working with the Campus Operations team, the CEOP is to be reviewed annually and revised as appropriate. Plan changes and revisions are the responsibility of the Executive Director of Campus Operations who will ensure that any changes to the CEOP are distributed accordingly.

Interim revisions will be made when one of the following occurs:

- A change in college site or facility configuration that materially alters the information contained in the Plan or materially affects the implementation of the Plan.
- A material and/or functional change in response resources.
- Internal assessments, third-party reviews, or experience in drills or actual responses identify significant changes that should be made in the Plan.
- New laws, regulations, accreditation standards, or internal policies are implemented affecting the content or the implementation of the Plan.

- ***National Incident Management System (NIMS)***

The operational aspect of the FSCJ CEOP is based upon the National Incident Management System (NIMS), which requires the use of the Incident Command System (ICS) for organizing a response. The utilization of ICS is mandated by Homeland Security Presidential Directive-5 for all emergency response management.

- ***Incident Command System (ICS)***

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure.

- ***Campus Incident Management Teams***

Each Campus is required to maintain a Campus Incident Management Team consisting of College personnel who are assigned specific emergency roles and responsibilities. The Executive Director of Campus Operations is the designated campus Incident Commander unless otherwise designated by the Area Incident Commander.

The Campus Incident Commander (Executive Director of Campus Operations) responsibilities include taking general direction from AVP for Facilities or Area Incident Commander, providing overall leadership for the Campus's response, directing and coordinating all Campus incident

tactical operations, assessing the need for resources, establishing Campus incident objectives and obtains information from and provides information to Area Command.

The Campus Liaison Officer Responsibilities (Campus Operations Coordinator) serves as a point of contact for external college agencies with a presence on campus (bookstore, child learning center, food contractor, etc.), and serves as the point of contact between FSCJ's two outreach centers and the FSCJ campus location that provides oversight.

- **Record Keeping for Emergency Operations**

Activity Logs - The Campus Operations Coordinator will work with the Campus Incident Management Team to maintain accurate logs recording key response activities to include:

- ✓ Activation or deactivation of emergency facilities;
- ✓ Emergency notifications to other local governments and to state and federal agencies;
- ✓ Significant changes in the emergency;
- ✓ Major commitments of resources or requests for additional resources;
- ✓ Issuance of protective action recommendations to the public and/or evacuations;
- ✓ Casualties; and
- ✓ Containment or termination of the incident.

- **Incident/Emergency or Disaster Costs**

The Campus Operations Coordinator will work with all departments to maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

For major emergencies or disasters, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- ✓ Personnel costs, especially overtime costs;
- ✓ Equipment operational costs;
- ✓ Costs for leased or rented equipment;
- ✓ Costs for contract services to support emergency operations; and
- ✓ Costs of specialized supplies expended for emergency operations.

- **NIMS Training**

It is recommended that Campus Operations staff take the National Incident Management Training.

The recommended courses are:

- [ICS-100 Online](#)
- [ICS-200 Online](#)
- [ICS-700 Online](#)
- [ICS-800 Online](#)
- [ICS 300 In person](#)

- I. To take the training, users must create a FEMA Student Account – [FEMA Student Identification System](#).
- II. Then users must set up an account with Sert Trac – [Florida Disaster State Emergency Response Team](#).
- III. After completing each training, users must take a final exam. Users will be provided a notice of completion with a certificate which can then be uploaded to the user’s Sert Trac account.