A task force was assembled in the Fall Term of 2008 to conduct a review of the HCC Facilities Planning & Construction Department. Listed below are the task force recommendations followed by a brief report of progress toward implementation. This report will be followed by a progress report one year following the review. Recommendations that have been achieved within 12 months will be incorporated with the biennial objectives of this program to ensure a continued focus on their attainment.

**Recommendation 1**
Facilities Managers and supervisors should institute a more proactive approach in identifying and addressing maintenance requirements. Campus Facilities need to appoint a facility review team to conduct quarterly facility and site condition assessments of their campus to identify un-reported maintenance requirements and develop a maintenance project priority list to be incorporated into their maintenance schedule. Major items outside of Campus capabilities or those that are impacted by renovation or remodeling need to be reported to District Facilities Planning and Construction for resolution.

*Status of recommendation: Pending*

**Recommendation 2**
Consider hiring temporary project coordinators to oversee major projects until the budget situation improves at which time increasing full time staff should be seriously considered.

*Status of recommendation: Additional project services have been added to the architect’s scope on major projects.*

**Recommendation 3a**
Planning for major construction projects must consider all ancillary costs to the project, such as moves and temporary space requirements, and funds should be identified for these needs as part of the project planning. Also, consider using other estimating tools such as RS Means construction manuals and software and other construction industry estimating tools to supplement State provided guidelines.

*Status of recommendation: All identified project associated costs are included in the budget. Various means of estimating including use of third party estimating professionals are used when needed.*
Recommendation 3b
Develop a process whereby the orders of large equipment be reviewed by Facilities to determine infrastructure requirements such as power/technological needs, structural support of dead weight, etc.

Status of recommendation: Such equipment when not part of a construction project through the Campus Facilities Office.

Recommendation 4
Explore other possible sources of funding, such as lease buy programs, for consideration in construction of parking structures. Research other institution’s parking solutions such as revenue from private sources and for the term or daily parking charges.

Status of recommendation: All sources of funding are being considered and will be used when advantageous.

Recommendation 5a
Facility space use changes need to be coordinated with the department for evaluation and validation prior to being implemented. Requests for changes in space use should be submitted in consultation with Facilities Planning & Construction through the Campus Facilities office.

Status of recommendation: Space use changes are coordinated with Facilities Planning & Construction.

Recommendation 5b
Consider establishing Campus space use planning committees to identify and evaluate minor renovation and remodeling requirements.

Status of recommendation: Pending

Recommendation 6 & 7
Coordinate and work with Management Information Systems and Information Technology to develop custom screens that are functional and user friendly. Maximize the use of the Datatel forms (screens) to fully populate site, building and room information. Standardize the room coding process and use of current reporting codes. Research the feasibility of implementing other Datatel delivered modules that link to facilities data.

Status of recommendation: Datatel update is expected to resolve this issue
Recommendation 8a
Campus Administration should place emphasis on scheduling classes in proper instruction spaces to improve utilization as well as provide support for additional space funding requests.

*Status of recommendation:* Datatel update is expected to resolve this issue

Recommendation 8b
Work with Department of Management Information Systems to develop and implement training workshops for current and new schedulers; evaluate options available within in Datatel to prevent or further restrict classroom scheduling in invalid spaces or rooms.

*Status of recommendation:* Pending

Recommendation 9
Evaluate a Preventative Maintenance Program software package for implementation and update the College Preventative Maintenance Program manual to incorporate use of the software. Research Datatel’s Maintenance Work Order process within the Physical Plant Module and the ability to track the workflow though Workflow Management System (WFMS).

*Status of recommendation:* Work Request Software has been installed and is available for use by all Campus Facilities Offices.

Recommendation 10
Campus Unit Plan objectives that have impact on facilities be coordinated with Facilities Planning & Construction prior to being accepted in the biannual Unit Plan.

*Status of recommendation:* Improved Communication between departments during the biannual Unit Plan process will address this recommendation.