

### **C.2.3 (Policy) Facilities and Grounds Management**

Responsible Department: Vice Chancellor for Finance and Administration, District  
Institutional Advancement

Board Adoption: 8-18-09

Last Board Action: 8-18-09

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#### **Maintenance and Operations**

The College District shall ensure that its facilities are safe, comfortable, and hygienic for students, faculty, employees, and the general public. Consistent maintenance standards shall be employed throughout the College District. Periodic assessments of the condition of College District facilities shall be conducted.

#### **Preventive Maintenance**

The College District administration shall prepare, budget, and execute an annual preventive maintenance program.

#### **Funding**

Funds allocated for the preventive maintenance program may be utilized only for materials, labor, tools, and equipment or contracted work directly relating to and supporting the concept of well-maintained buildings, grounds, utilities, or like items normally associated with physical plant activities. Funds shall be set aside annually to fund preventive maintenance projects. Unspent funds may be carried over for inclusion in the subsequent annual budget. The set aside amount shall be determined by the Board.

#### **Administration**

The Chancellor or designee shall develop, publish, and disseminate specific instructions and procedures necessary to implement the preventive maintenance program.

#### **Naming Facilities**

The ultimate authority for naming College District property rests with the College District Board of Trustees.

The Chancellor or designee shall establish procedures for introducing naming opportunities for consideration by the College District Board of Trustees, the Chancellor or designee, and the ACCD Foundation Board of Directors.

#### **Criteria for Naming Facilities**

The naming of College District property as defined in [C.2.3.3](#) shall be based on the consideration of funds or other resources generated for the benefit of the College District as agreed to by the donors, the College District Board of Trustees, the Chancellor or designee, and the ACCD Foundation Board of Directors.

The Board may waive the application of this criterion when a naming opportunity is so significant that a donation of funds or other resources is unnecessary. The Board shall base this determination solely on the applicability of one or more of the following criteria:

1. Outstanding academic and/or professional service to the College District;

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2. Outstanding volunteer service that has significantly contributed to the advancement of the College District; or
3. A significant historical association between the property to be named and the person, persons, or organization for whom that property would be named.

Nothing in this policy or related procedures shall prevent the college Presidents, the Chancellor, members of the Board of Trustees, the Board of Trustees as a whole, or the ACCD Foundation Board of Directors as a whole from initiating action for the naming of any College District property.

#### **Authority and Recommendations**

The College District Board of Trustees (Board) is the only entity with the authority to approve the naming of any College District property, and reserves the right to accept or reject naming proposals submitted through the Chancellor.

Further, the Board may set aside certain streets, buildings and places, both inside and outside of buildings, at each college of the College District for its own naming decisions. The Board may assign these places as either fundable or non-fundable as it so determines, and may add to these places from time to time as it may choose.

The remaining places shall be recommended to the Board for naming from time to time by the Chancellor, with or without recommendations from the public or college community, and may require an investment from the individual, group of individuals, or organization wishing to secure the name of the place, per the contribution value schedule approved by the Board. Such investment shall be secured with the ACCD Foundation for the benefit of students, faculty and programs of the College District.

#### **Facilities Planning**

The College District shall operate a continuing Capital Improvement Program based on College District needs, taking into account enrollment, operations, and acquisition of property. Facilities planning shall be inclusive of program needs and facilities standards in a manner consistent with the master plan. The master plan shall be continually reviewed and shall be revised based on College District needs or at least every five years.

#### **Construction Management**

The College District shall establish standards for all College District facilities, in accordance with federal, state, and local law and regulations. No construction, with the exception of routine maintenance, shall be initiated without Board approval.

All construction delivery methods shall be selected and conducted pursuant to relevant law.

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#### **Project Administration**

All construction projects shall be administered by the Chancellor or designee.

#### **Change Orders**

Change orders of \$50,000 and over shall be reviewed and recommended by the building committee of the Board before submission to the full Board for approval.

If less than \$50,000, change orders shall be approved by the Chancellor or designee provided that the originally approved contract amount, plus contingency, is not exceeded.

Additionally, a change order or aggregate total of change orders that would put it beyond the contract amount plus contingency, shall be submitted to the full Board for approval.

#### **Environmental Protection**

The College District fully supports national and state objectives to preserve, protect, and enhance the environment.

To assist in achieving these ends, the Chancellor and the college Presidents shall develop programs that implement the environmental principles set forth in [C.2.3.2](#).

Procedure [C.2.3.1 Preventive Maintenance](#)

Procedure [C.2.3.2 Environmental Protection](#)

Procedure [C.2.3.3 Naming of College District Property](#)

Form [C.2.3.3.F Recommendation for the Naming of ACCD Property](#)

Procedure [C.2.3.4 Construction Management](#)

*Legal Reference - TACC Policy Reference Manual*

CLA(LEGAL) - Facilities Planning: New Facilities

CLB(LEGAL) - Facilities Planning: Existing Facilities

CM(LEGAL) - Facilities Construction

CM(EXHIBIT) - Facilities Construction

CMA(LEGAL) - Facilities Construction: Competitive Bidding

CMB(LEGAL) - Facilities Construction: Competitive Sealed Proposals

CMC(LEGAL) - Facilities Construction: Design-Build Contracts

CMD(LEGAL) - Facilities Construction: Construction Manager-Agent

CME(LEGAL) - Facilities Construction: Construction Manager At-Risk

CMF(LEGAL) - Facilities Construction: Job Order Contracts

CN(LEGAL) - Renting or Leasing Facilities from Others