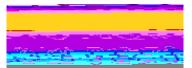
Program Review Comprehensive Report



Program Review - Administrative: Facilities - Maintenance

Area Overview

2014 - 2017

: The mission of the Norco Facilities Department is to provide a clean, well-maintained, and attractive environment for students that are conducive to learning, mechanically sound, and free of health and safety hazards and unpleasant distractions that might compromise learning.

: The Facilities Department acts as the communication link

between the college, community, the District Office, and State and College officials and the various custodial, grounds, and maintenance units. It is the administrative arm that directs the work of these units and provides the resources and information for their function.

: Function Continual and aggressive preventative maintenance throughout the college Repair of vandalism (broken glass, windows, mirrors, graffiti, etc.)

Repair or re-keying of door locks Respond to "hot" jobs with a diverse assortment of work orders. Coordinate testing and service of all fire extinguishers and fire suppression systems Maintain student. areas to create a safe, pleasant environment. Comply with a multitude of regulations set forth by the ADA, EPA, SCAQMD, and other agencies. Maintain/repair pathways and lighting around college Identify and correct safety issues, conduct regular safety meetings.

Actively seek new ways to conserve college resources and coordinate the college's efforts towards this end. Assist in the development of specifications for roofing and other construction projects Painting Plumbing Electrical work and low-voltage maintenance Office relocations

2014-17_ADMINServices_FACILITIES_MAINTENANCE_ResourceRequests.xlsx 2014-17_FACILITIES_MAINTENANCE_SAO_AdminSvcsUnit.pdf

Goal: Work Request implementation "FootPrints"

Increase campus use of FootPrints including key requests and automate hard key management syste

: In Progress (): 2014 - 2017

?: Icreasing the use of Foot Pints will give us the opportunity to be more

effective and efficient in our response time to the maintenance request of our facilities, which will make the college environment for our student inviting and inclusive.

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(): Goal 2 Objective 4:

Updates

: 2014 - 2017

: Goal Partially Completed

We are continuing to promote the implementation of FootPrints and will also review the incorporation of the recent upgrades to this software.

Improvement Recommendations

: We are reviewing the software upgrades and will be attending training to maximize its utilization. Additional training will be made available to all our campus staff. (04/30/2018)

04/30/2018

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018	
2-	2.3 - Increase student satisfaction and importance ratings for student support services.
7 -	7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Cross training to include EMS Irrigation, Domestic H2O and backflow

Cross training to include EMS Irrigation, Domestic H2O and backflow

: In Progress (): 2014 - 2017

?: moving forward in the automation technology direction and training our Facilities personnel will bring our college facilities management strategies to a higher level. It will also provide professional development to our staff to keep their skills in line with the industry.

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(): Goal 6 Objective 1: , Goal 7 Objective 1:

Updates	
: 2018 - 2021	05/01/2018
: Goal Not Started	
Due to the shortage of personnel we did not have the opportunity to work on this. we will make it apriority this year.	

Mapping

7- 7.5 - Implement programs that support the safety, health, and wellness of our college community.

Program Review - Administrative: Facilities - Maintenance

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

7 -

7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Parking Lot Maintenance

Increase annual maintenance of parking lots and access roads

: In Progress (): 2014 - 2017, 2018 - 2021

?: Providing adequate parking to our students and staff makes our campus inviting and easily accessible which in return allows everyone to maximize their time.

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Updates

: 2014 - 2017 : Goal Partially Completed Parking lot maintenance to lots A and B is scheduled for this year.

Improvement Recommendations

: We will be setting up a five year plan for sealing and stripping of all parking lots. (04/30/2018)

(): Goal 7 Objective 5:

Mapping

Educational	Master Plan and Strategic Plan Goals and Objectives 2013-2018
2-	2.3 - Increase student satisfaction and importance ratings for student support services.
7 -	7.5 - Implement programs that support the safety, health, and wellness of our college community.

04/30/2018