

# Paradise Valley Community College Guidelines & Procedures

## Facility Projects & Furniture

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### Assumptions

- The College President, in consultation with the President's Leadership Team (PLT), is responsible for all decisions related to college facility projects.
- The College Director of Facilities and VP/Dean of Administrative Services manage facility projects to ensure they meet the college master plan and budget considerations.
- Major facility projects are reviewed by the PVCC Facilities Master Planning Committee for input prior to the final approval. Major facility projects have a longer timeline than routine projects.
- Routine maintenance projects are coordinated by the Director of Facilities, the VP/Dean of Administrative Services and are reported quarterly to the President and as an informational item to the Facilities Master Planning Committee.
- Facility Projects are defined as:
  - Projects which manage functional and operational needs related to the college physical environment.
  - College improvement and maintenance projects not funded by GO Bond funds.
  - Furniture (see *Furniture Acquisition Criteria & Procedures* document)
- Projects follow District guidelines and requirements prior to implementation.
- Projects will stay within the stated timeline or an amendment is submitted 30 days prior to the scheduled completion of the project.
- Any unused funds are returned to the college central account.

### Annual Budget Development Cycle

- The President, in consultation with PLT, reviews funding sources annually to ensure alignment with core needs and establishes an annual facility project budget.
- Contingency reserves are maintained to meet emergency needs and future growth of the college.

### Submission Timeline

- Facility Project & Furniture request submission deadlines are:
  - August
  - November
  - March
- Requests are reviewed and approved or declined the first week of:
  - September
  - December
  - April
- All requests must be submitted 30 days in advance of the review dates to allow the Director of Facilities to identify facility impact and additional funding needs.

### Facilities Request Process

1. Requests are reviewed with the appropriate division VP/Dean before submission.
2. Submissions are entered into the budget development system. Submissions should include the following information:
  - A detailed description of the project.
  - Projected timeline and/or requested completion date.
  - Estimated project cost to include itemized details.
  - Related budget requirements. (Supplied by Director of Facilities) ??
  - Specific college benefit or consequence if the project is not approved.
  - Alignment with college strategic goals and objectives

3. Submissions are reviewed by the Director of Facility Services to identify facility impact and additional funding needs.
  - o Facility impact concerns, if any, are reviewed with requestor and resolved prior to proceeding.
4. Submissions are updated with additional funding.
5. Requests are submitted by the VP/Dean of Administrative Services to PLT for review and recommendations to the President.
6. The President reviews PLT recommendations. President's decision is communicated to the VP/Dean of Administrative Services.
7. The VP/Dean of Administrative Services communicates project approval and budget directives to the requestor. (consistency)
8. Approved request information is communicated to the Budget Development Steering Committee and the Facilities Planning Committee as an informational item.
9. Changes to the project timeline or estimated cost are provided in a written report to the VP/Dean of Administrative Services and President for review and approval.
10. Project completion and final budget is reported to VP/Dean of Administrative Services.

### FACILITIES REQUEST PROCESS SAMPLE TIMELINE

**	*****	****	****	*****	*****	*****	*****
1	Requests are reviewed with division VP/Dean before submission	11/1/2012	11/5/2012	3d	[Gantt bar: 11/1/2012 to 11/4/2012]		
2	Submissions are entered into the budget development system	11/5/2012	11/9/2012	5d	[Gantt bar: 11/5/2012 to 11/9/2012]		
3	Submissions are reviewed by the Director of Facility Services to identify facility impact and additional funding needs	11/5/2012	11/20/2012	12d	[Gantt bar: 11/5/2012 to 11/17/2012]		
4	Facility impact concerns, if any, are reviewed with requestor and resolved prior to proceeding	11/6/2012	11/20/2012	11d	[Gantt bar: 11/6/2012 to 11/16/2012]		
5	Submissions are updated with additional funding requirements	11/6/2012	11/20/2012	11d	[Gantt bar: 11/6/2012 to 11/16/2012]		
6	Requests are submitted to PLT for review and recommendations to the President	11/22/2012	11/29/2012	6d	[Gantt bar: 11/22/2012 to 11/28/2012]		
7	President reviews PLT recommendations. President's decision is communicated to the VP/Dean of Administrative Services	11/29/2012	12/5/2012	5d	[Gantt bar: 11/29/2012 to 12/3/2012]		
8	VP/Dean of Administrative Services communicates project approval and budget directives to the requestor	12/5/2012	12/7/2012	3d	[Gantt bar: 12/5/2012 to 12/6/2012]		
9	Approved request information is communicated to the Budget Development Steering Committee and the Facilities Planning Committee as an informational item	12/7/2012	12/7/2012	1d	[Gantt bar: 12/7/2012 to 12/7/2012]		
10	Changes to the project timeline or estimated cost are provided in a written report to the VP/Dean of Administrative Services and President for review and approval	12/7/2012	3/29/2013	81d	[Gantt bar: 12/7/2012 to 3/29/2013]		