

**Facilities Management and College Safety
Divisional Plan**

Last Update 02-06-2002

**Facilities and Safety
Divisions
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Facilities Management and College Safety Mission Statement

The Facilities Management and College Safety Divisions are committed to creating a clean, comfortable and safe teaching and learning environment.

Facilities Management and College Safety Divisions' Objectives

Plan and Chart Our Future

- A. Complete the College-Wide Plan for Facilities and Capital Construction by November of 2001.
- B. Complete design and development phase by July 30, 2001.
- C. Complete construction phase II-b by July 30, 2002.
- D. Identify facilities maintenance requirements (staffing and utilities) for Phase II-b December 2001.
- E. Update Facilities Master Plan by summer 2001.
- F. Provide to District Facilities needs by fall 2002.
- G. Hold community forums for bond planning by spring 2002.
- H. Work request system developed & implemented before fall 2001.
- I. Create Facilities help desk by Spring 2002
- J. Develop Facilities information seminars by Aug 2001

Growth and Expansion

- A. Spring 2002 begin to hold community forums for bond planning.
- B. Work request developed & implemented before fall 2001.
- C. Create Facilities help desk by spring 2002.
- D. Develop Facilities information seminars by Aug 2001.
- E. Complete Phase II-b design to ensure ADA standards are met by summer 2001.

Create Partnerships

- A. Provide facilities for campus and community partnerships that enhance Estrella Mountain's programs and services (ongoing).
- B. Work with Maricopa Disaster Preparedness & Red Cross organizations to develop a comprehensive Emergency Action Plan by summer 2002.

Invest in People

- A. Develop in-service training programs for blood born pathogens, electrical tag-out, MSDS, and general house cleaning by July 2001.
- B. Implement Employee Indoctrination Program by fall 2001.
- C. Implement information & career/training opportunity board, summer 2001.
- D. Submit staffing plan, which includes Komatke expansion, February 2002.
- E. Submit plan, which considers increased activities in community room and Skill Center by January 2002.
- F. Establish a crafts position for electrician after termination of warranties on Phase II-b equipment, July 2004.

Create climate for Success

- A. Develop a system to track customer satisfaction and suggestions by fall 2001.
- B. Implement satisfaction tracking by the spring of 2002.
- C. Develop a Risk Management Plan by the fall of 2001.
- D. Establish monthly Facilities and Security Division meetings by summer 2001.
- E. Identify potential training opportunities by fall of 2001 and implement one major training opportunity by spring 2002.

Summary of Resources Needed To Accomplish Goals

We have identified the following resources to advance the objectives in this plan.

- Input from all divisions on specific needs for completion of College-Wide Plan (*Plan and Chart Our Future Objective A*).
- Other Division participation in bond development activities, especially assistance from Computing and Technology (*Plan and Chart Our Future Objectives B-F*).
- Computing and Technology Division to develop help desk and on-line work request system for this division (*Plan and Chart Our Future Objectives H & I*).
- Participation from other divisions on a cross-functional committee to establish feedback systems and Computing and Technology to develop online WEB resources (*Growth and Expansion Objectives A-C*).
- Work with external agencies and institutional advancement to capitalize on campus and community partnerships to enhance EMCC's programs and services (*Create Partnerships Objectives A & B*).
- Modify Security's existing Employee Indoctrination Program (*Invest in People Objective B*).

Schedule for Evaluation and Update of Plan

In preliminary implementation of this plan the Facilities and Safety divisions will evaluate and update the objectives on a quarterly basis. In the preceding calendar year, the review and updates will occur semi-annually.

Appendix A: Budget Summary

See attached: