

2016-17 FACILITIES REQUEST PROCEDURES

If you have a specific Facilities need or request, please look at the table below to find the appropriate process to address your issue.

Facilities Requests can include: Facilities Construction Projects, Space Allocation, Equipment Repairs, Maintenance, Installation, Cleaning, or FFE's (furniture, fixtures, or equipment). The Facilities Planning Committee website: <http://www.laney.edu/wp/facilitiesplanningcommittee/>

Emergency – Immediate Threat to Life or Potential Bodily Harm	Repairs – Urgent or Non-Urgent	Urgent Department Facility Need or Space Allocation – due to Legal Mandates/ Safety factors.	Department Facility Need / Future Facility Planning/ Space Allocation
<p>PROCESS: Contact Appropriate Number Below:</p> <ul style="list-style-type: none"> • Peralta Police Services (for Engineers/ Emergencies 24hrs) (510) 465 – 3456 • Laney Engineer – Jason Busby (209) 601-2142 • Business Office: <ul style="list-style-type: none"> ○ General: (510) 464-3228 ○ Phyllis Carter – (510) 464-3232 ○ Amy Marshall – (510) 464-3114 ○ Chungwai Chum – (510) 986-6984 • Custodial – William Highsmith Office: (510) 464-3115/ Cell: (510) 502-8791 	<p>PROCESS:</p> <ol style="list-style-type: none"> 1. Put in a Work Order – email: Laneybusinessoffice@peralta.edu <ul style="list-style-type: none"> ○ Be specific about location and type of repair needed. 2. Business office should send an email back stating the Work Order number. 3. Work Order is directed to either Custodian or Engineers. 4. Currently there is no follow-up method for you to track your work order... if it is not completed in a timely manner – contact the Business Office: <ul style="list-style-type: none"> ○ Phyllis Carter – (510) 464-3232 ○ Chungwai Chum – (510) 986-6984 ○ Amy Marshall – (510) 464-3114 	<p>PROCESS:</p> <ol style="list-style-type: none"> 1. Fill out a Application for Facilities Request Form, located: http://www.laney.edu/wp/facilitiesplanningcommittee/facilities-planning-committee-documents/ 2. Email completed Facilities Request Form to chairs of Facilities Planning Committee(FPC): <ul style="list-style-type: none"> • Phyllis Carter • Stephen Corlett 3. Committee Chairs will notify you when you will be able to present your request in a FPC meeting. For Space Allocation – you will also need to fill out a Space Allocation Justification Form. 4. FPC will prioritize your request with current year facilities prioritization criteria. 5. FPC will make a recommendation to the Laney College President based on their prioritization 6. President will review recommendation and pass her recommendation on to District General Services. 7. The Committee will notify you regarding the status of your request. 8. DGS may act on request by consulting the District Facilities Committee (DFC) and the Planning and Budget Implementation (PBI) Committee 9. Once approval and funds are identified, project is commenced by appropriate bidding out or stationary engineer action. 10. During the project implementation, constituent department and personnel should be contacted for consultation. 	<p>PROCESS:</p> <ol style="list-style-type: none"> 1. During the APU/ Program Review process, fill out a Form C for EACH facility need you have. 2. All Form C's from each department are reviewed, categorized and prioritized by the Facilities Planning Committee (FPC). 3. The FPC creates a prioritized master list of all Laney College facilities needs and gives the list to the Laney College President. 4. The President reviews the list and accepts or edits the list and then sends the list to the District Department of General Services (DGS). 5. The DGS uses the list to help determine district priorities and creates a list of Laney College projects for the year. 6. These projects are then attached to available funding amounts from appropriate funding sources (state/ bond monies/ grants/etc). 7. Once approval and funds are identified, project is commenced by appropriate bidding out or stationary engineer action. 8. During the project implementation, constituent department and personnel should be contacted for consultation.