
Santa Monica College's Short Term Facilities Planning Process
(Maintenance and Facilities Upgrades)

The College engages in a second type of facility planning that yields smaller facility improvements for specific programs and departments, including ongoing maintenance and upgrades. Most funding available for this purpose, including funding allocated for minor renovation and hazard mitigation, entails specific guidelines and/or restrictions. The College regularly applies for scheduled maintenance funds from the state, earmarked for repairs to existing structures. The availability of these funds varies from year to year, and they carry guidelines for the types of projects that qualify. Moreover, awards of these funds require matching district funds. Each project submitted is rated against a state formula with available funding determining the number of projects funded. The College updates the list of projects submitted every year based on critical needs that arise, program review feedback, periodic facilities assessments, and the ability of the District to meet the match requirements.

Although funding to address all perceived facility needs will never be adequate, there are multiple processes by which units/programs/departments can request that their facilities needs be considered. Small projects can surface at any time and are generally addressed by the Facilities Management Department through the work order process. Funds to support these requests are limited and projects are prioritized by Facilities based on funds available, impact on students, and health, safety, and compliance issues. Items addressing health, safety, and compliance are the first priority. Direct impact on students and the instructional environment are the second priority.

Departments and programs may submit requests for larger projects through the annual program review process, thus ensuring that information and requests are the outcome of thoughtful discussion by the program and not requests from individuals that may not be a priority for the program. All College programs and services complete an annual review that flows into a larger six-year comprehensive review. Although the Academic Senate Joint Program Review Committee does not make specific facilities recommendations, year-end reports document concerns noted by each department under review and highlight overarching trends observed by the committee.

Maintenance planning takes place at the Facilities Management level, through a series of bi-monthly departmental meetings that includes the contribution of all departmental members. The meetings are attended by the Chief Director of Facilities Management, the Director of Maintenance, the Director of Operations and Grounds, the Mechanical/Energy Management Supervisor, the Construction Systems Supervisor, and the Grounds Supervisor. Institutional maintenance needs are discussed, ideas are exchanged, and the synergy is shared with the rest of the department. Supervisors then hold meetings with their staff to discuss the implementation process. Input is taken back to the managers and incorporated as appropriate.