

Palomar College
Facilities Review Committee

Proposed Change to Facilities Request Form
Step 2 – Proposed Project Construction Package

This construction package is the *second step* in your request for a change in facilities. Please make certain that you have completed **Step 1** and have the approved “Proposed Change to Facilities Request Form” attached to this package.

We want this process to be easy and we ask that you do some very “creative thinking” to help us - help you recognize or achieve your goals. We realize the development of a construction package may be new to you and that these instructions and the various departments are here to assist you in putting together a “buildable” construction package.

A complete construction package must contain the items listed in the construction package cover sheet. This sheet is also used as a checklist and in the routing approval process.

Please review the following requirements for the construction package and provide the requested information on the forms that are provided at the end of these instructions. Please call the Facilities Office, at extension 2629, or the Director of Facilities, extension 2655, if you have any questions.

PROJECT DESCRIPTION AND JUSTIFICATION

Please provide a written description of your project; the problems or events that led you to request the changes; any solution that you may have considered in making your request; justification that would lend support for your request and any ramifications that may occur if your request is not able to be completed.

FACILITIES RELATED CONSTRUCTION ITEMS

Facilities Department Concerns that May Impact Your Project: The following items may impact your design or thought process in the construction process. The proposed project will be reviewed by the Facilities Review Group, which includes Facilities, Information Services and Audio Visual Services departments. Their task is not to approve or disapprove your project, but to review your project to make sure the construction package is complete and to acknowledge that they are aware of the proposed projects and have had input into the design of the project. Please review each item carefully and see if they may apply to your project.

- ❑ **Electrical Requirements:** Please indicate the number and location of electrical outlets required and any special electrical requirements, i.e. – isolated computer power, copy machine power, 208 volt power requirements, isolated ground circuits, etc.
- ❑ **Heating, Ventilation and Air Conditioning Requirements:** The space will receive the standard code required HVAC. Please list any special requirements that you may have. This could include exhaust of hazardous materials, copy machine exhausts, specific temperature controls, specific types of heating or air conditioning, etc.
- ❑ **Special Construction Requirements:** Please list any special construction requirements such as, sound proofing, explosion proof areas, vault type construction, hazardous materials storage, high or low light levels, special floor coverings (other than tile or carpet), high ceiling areas, etc.
- ❑ **CAD Assistance:** The Facilities Planning department may be able to assist you in your development of the building floor plans and furniture placement. Please call the Facilities Office, at extension 2629, or Facilities Planning, at extension 2772, to schedule a meeting.

- ❑ **Major Utility Services:** Please be advised that not all of the buildings on campus have full utility services such as, water, natural gas, sewer, compressed air, vacuum, adequate electrical services or specific data/telephone services. If you are considering making major changes, you should contact the Facilities Office for information about the space under consideration. **Example:** If you are considering changing from a standard lecture type classroom to either a “wet lab” or a “computer lab”. In one case, water and sewer may not be available for a “wet lab” or adequate electrical power and data connections may not be available to support a new “computer lab”.
- ❑ **General Construction Conditions and Standards:** Please be advised that you are not required to include any general construction items. All of the general requirements are covered under the District’s Standards for remodels which include the type of wall construction, door types, windows types, interior and exterior color selections, type and color of carpet and tile, mini-blinds and drapes, whiteboards, chalkboards, etc. *Please list any items that you feel may not be included in our standards.*
- ❑ **Built-in Furniture, Cabinets and Counters:** Please indicate on the plans where any built-in units will be located. Please provide a general description of the built-in items. **Examples would be:** counter top, counter with cabinets below, upper cabinets, built-in book shelves, etc. We will work with you to develop detailed drawings for the built-in units.
- ❑ **Americans with Disabilities Act (ADA):** There are new state and federal requirements to provide access for all persons to all areas. There are a large number of requirements, but the basic ones you will encounter are as follows:
 1. All idle widths must be a minimum of 42 inches wide, except where a wheelchair may have to make a turn; these areas have to have a 60 inch clear turning radius.
 - 2 Access to all areas must have a maximum 1” in 12” slope and not more than a ½ inch raised area or lip.
 3. ADA signage with grade 2 Braille must be installed on the latch side of the door and there must be a minimum 12-inch clearance from the lockset handle. You must also provide a 60-inch clear turning radius on the inside and outside of the door.
 4. All doors must have lever type locksets and low-pressure opening/closing devices. Doors may not have hold open devices installed on the bottom of the doors.
 5. All signage, thermostats, switches, controls, writing surfaces, boards, etc. must be mounted to allow access for wheelchairs. Areas with front access only shall have devices mounted at 48 inches to the center of the item and areas with both side and front access can have items mounted between 48 and 54 inches to the center of the device.
 6. Furniture layouts must allow for ADA access, entrance/exit requirements, height and depth. All areas must have at least one accessible station; larger areas may require two or more stations.

These requirements will impact the way you design the space and need to be taken into account at the beginning of the project.
- ❑ **Special Code Requirements:** There may be number of special code requirements, these are imposed upon us and enforced by the state and local agencies that have jurisdiction over us. These may include the Fire Marshal, Hazardous Materials Management Division, County Board of Health, Air Pollution Control District, Division of the State Architect, CAL-OSHA and a number of others. We have to follow these requirements in the design of the projects and it will be your responsibility to insure that the operation of your areas do not violate these requirements in the future. We will notify you of any special requirements and usually try to post them for future reference.
- ❑ **Furniture Layouts:** Please start thinking about the layout of the space you are requesting to change. This will help in the design of the space and make sure all of the special requirements are included in the construction package.

Please list any of the above items that you feel may impact or need to be included in your construction package.

Technology Related Construction Items: Technology is advancing rapidly and can make your life, your work and student learning much more productive. The use of technology is dependent on each person's creativity, style and access; please think about the following items for implementation in your project. Please contact Information Services if you have questions or require assistance in this area.

- Telephone Requirements: Please indicate the type of telephone services (phone, fax, etc.), location of outlets, and the number of outlets that you will need in each area. The District standards usually will include at least one conduit for telecommunications on each wall for future expansion.
- Data lines and communications: Please indicate the type of services (computer, fiber optics, CAT 5, etc), the location of each service outlet and any special requirements that you may have.
- Modem Lines
- ISDN Lines
- 4CNET Lines
- Other

Please list any of the above items that you feel are (1) necessary or (2) desirable in your project.

Audio Visual Enhancements: AV enhancements are a type of technology change and we would like you to consider these items in your project where applicable. If you have any questions, please contact the Audio Visual Department.

- Built-in TV, VCR, DVD, etc.
- Closed circuit TV
- Computer station for power-point presentations
- Distance education presentation/communication facilities
- Electronic white/smart board
- ITFS (Instructional television fixed services)
- Local cable feeds/coaxial cable for TV
- Permanently mounted ceiling projector
- Projection screens
- Satellite Reception
- Speaker system

Please list any of the above items that (1) are necessary or (2) are desirable in your project. Also please include any other items that are not included in the lists above.

NOTE: Prior to starting the design process, please keep in mind the budget constraints of your project. If you think you may want to add some of the above items in the future, but may not have the funding now, we should at least install the infrastructure to support your future needs. The cost will be minimal now, compared to what it will be in the future. Remember you may only have one opportunity, so be creative and your goals and dreams may materialize in the future.

TEMPORARY OPERATING CONDITIONS

You will need to develop an operational plan for your area during the construction phase of the project. Facilities will provide you with an estimated length of construction to assist you in your operational plans. The items that you will need to consider in your plans should include the following:

- Temporary facilities: Where are you and your staff going to operate from during the remodel process? Please identify the amount and type of space (classroom, open office, private office, special working conditions, etc.) that you will need to operate during the construction process.
- Utility Services: Please identify the number and types of utilities services (electrical, telephone, data, fax, water, natural gas, etc) that you will need to operate during the construction process.
- Storage: You will not be able to take all of your items into the temporary space, so you will need to determine what you have to have and what can go into storage. Storage can

be long-term (items that will not be needed until you move back into your new space) or short-term (things that you don't need on a daily basis, but may need access to before the project is completed). How much storage space will you need? How close does the storage need to be to your temporary location?

- ❑ **Packing and Moving:** It is your responsibility to pack up your desk, files, books, personal items, etc. for the move prior to the start of construction. You will need to make arrangements for moving boxes (these are available through the recycling program) and you must label all boxes, equipment and furniture as to location it is to be moved to. This includes long-term storage, short-term storage, temporary facilities, and whom the box belongs to. The Facilities staff is responsible for the actual moving of the boxes, equipment and furniture, please do not attempt to do this yourself unless you have been properly trained and have the proper equipment. Safety is our number one concern.
- ❑ **Furniture and Equipment No Longer Needed:** Please review the items that you are having moved or stored. Is it something that you really need? If not, then consider declaring the items as surplus. Inventory Request Forms are available through the Palomar College Webpage under section: Facilities Forms. These items can then be transferred to other areas or disposed of. It gives you a chance to "clean house" and it reduces the requirements for storage and moving.

NOTE: Please keep in mind your project budget has to cover the costs for temporary space requirement, storage rental units, and other costs associated with moving you into a temporary facility. You should avoid spending a lot of money on the temporary move and put as much money towards your permanent space as possible.

OTHER ITEMS RELATED TO YOUR PROJECT

There may be a number of items that are specific to your discipline or department that you want included in the construction package. Please list these types of items under this heading.

FLOOR PLANS

Current Floor Plans: Please submit a current floor plan of the area that you are requesting to change. These floor plans are available through the Facilities Planning Office.

Proposed Floor Plans: Please submit a floor plan of the proposed changes. You may do this by "red-lining" the changes on the current floor plan or the Facilities Department can assist you in the development of the new floors plans and CAD drawings. Please indicate any special requests, such as electrical requirements, exhaust, plumbing, natural gas, storage, etc., the more information that you can provide the faster and easier the project will go.

Proposed Furniture/Equipment Layout: Please submit a proposed furniture or equipment layout plan. This will be necessary to determine ADA requirements, electrical needs, data/telephone requirements, and to make sure that the space that is available will meet the needs of your department.

The floor plans are a critical phase of the construction package and Facilities, Information Services and Audio Visual Departments will be glad to assist you in the development of these plans.

IMPACTS TO OTHER AREAS

Please consider any impacts that your project may have on your staff as well as other staff and/or departments that may be adjacent to your or utilize the same space. The construction process can be noisy and disruptive to the areas in and around the construction site. We try to minimize these impacts, but careful planning up front can eliminate problems later on. These impacts may include the following items:

- Environmental Concerns: When your project is completed, is there a possibility that the future operations may cause a deterioration of the environment in or around the renovated space? Some environmental concerns are noise pollution, hazardous material, air pollution, contamination of adjacent spaces from the activities taking place in the renovated space, etc.
- Staff Levels: When your project is completed, will it place additional loads on your existing staff? Will you need to hire additional staff to handle these loads? Have you planned for the possibility that any additional loads may require additional space? Remember when you add or change it impacts a large number of areas, furniture, electrical, data, telephones, ADA requirements, etc.
- Staff Work Areas: Have you provided for the needs in the staff work areas, including workspace, storage, files, desks, meeting areas, etc.
- Shared Space Agreements or Use: Is the space that you are proposing to change shared by any other departments or groups? If it is a classroom, will your change still allow use by the other departments? If it is a work area, is there anyone else that uses that area? Have you notified them regarding the proposed changes to see how it may impact them? Is the space that you are proposing under the control of another department or group? If so, have you received permission from them to make the proposed changes? These can be serious problems if not addressed at the beginning of the design. We have had instances where a project went through the entire approval process and had to be pulled when it was discovered that the proposed project was in an area controlled by another department.
- Security: Will your project require additional security measures? This could include changing the room from "unrestricted" to "restrictive", installation of a security system (which must be paid for by the department for the initial installation as well as a monthly monitoring fee); could the operation of your renovated space require additional security patrols? Will the operations of your renovated space create any safety problems?

Please review this section very carefully, it is the one area which could delay or cause major problems in the development and completion of your project.

COST ESTIMATES

The Facilities Review Group comprised of Facilities, Information Services, and the Audio Visual Departments will assist you in developing the cost estimates for your project. It will be necessary for us to have the project information that you have completed up to this point in order to do a preliminary cost estimate. Once the construction package has been reviewed by the various groups and any concerns, comments, or modifications have been addressed, then we will prepare a final cost estimate for the project.

PROJECT ADDITIONS OR DELETIONS

We require that you provide **two** (2) prioritized lists with your proposed project construction package. The construction process has a number of unknown conditions and these lists will allow us to keep the project within the approved budget. If the project comes in under budget, then we can add the prioritized items from the list of additions to make sure you get everything possible in your project. If the budget comes in over budget, we can remove the prioritized items from the list of deletions until the project is within the approved budget. If the project goes well, then we can always add some of those items back in if the budget allows.

FUNDING SOURCE

Please indicate the source of funding for your project and if there are any restrictions on using the funds. Please provide the fiscal year that you would prefer the construction to be scheduled in. Please provide the Dept/Div priority given to this project. General categories of funding are:

- Department/Division Funds: These funds would be identified and allocated from your existing funding resources.
- District Funding Unrestricted: Please indicate if the funding has been approved from the unrestricted general fund. What fiscal year was the funding approved for?
- District Funding Designated: Please indicate if the funding has been approved from a designated funding source within the District. Designated funds are approved for a specific use; does your project meet the guidelines for the designated funding source?
- District Funding Restricted: These funds are normally restricted for a very specific use by the State or through a Grant process. Does your project meet the required guidelines and has it been approved for funding under these guidelines?
- Grant Funding: This funding is project specific. A number of grants do not allow them to be spent for construction projects. Do you have written authorization to use the grant funding for construction? Does the grant funding have to be tracked and spent within a certain time period?
- Foundation Funding: The "Foundation" provides funding for a number of special projects, but is usually very specific on how the funds can be spent. Do you have written permission to use this funding for this project? Are there any time lines when the project funding has to be spent by?
- Other Funding: If you have another source of funding we need to make sure the funds are in the control of the District and are approved for this project. Please make sure we are aware of any special requirements associated with the funding.
- Funding Unknown at This Time: If you check this box, your project may go through the process, but the construction will not be scheduled until the source of funding has been identified. Cost Estimates are usually only good for 3 to 6 months and if the project is on hold longer than that, we will need to update the cost estimates to make sure the project funding will be adequate to complete the project.

Account Number: If you have a funding source identified please transfer the funds into a construction account. Fiscal Services should be able to assist you in this matter to make sure the proper account codes are used.

PROJECT REVIEW AND COMMENTS

Please list any outstanding concerns or items that have not been addressed during the approval process for your project. These concerns or comments will usually be from groups outside of your project that have concerns on how your project will impact them now or in the future. We need to address as many of these concerns as we can before the project starts and we know that we will not be able to address all of them, but at least this section acknowledged the concerns and comments.

CONSTRUCTION PACKAGE SUBMITTAL

Once you have completed all of the above items you should submit your package to your supervisor or department chair. They will review the package and if they approve it, they will sign it and forward it to the next level. Once all of the required signatures have been obtained the package will go to the Facilities Review Committee for review and final approval.

The Vice President of your area will need to insure the funding is available and the project is approved for construction scheduling by the Facilities Department.

The Facilities Department will work with you to develop the schedules for moving, construction, final inspection and occupying your renovated space.

The Facilities Review Committee has tried to make this process as simple as possible and still meet the complex requirements of the construction process. The time you spend up front will minimize the problems and frustrations during the construction process. Please let us know if you have any suggestions or comments to make the process more user-friendly.