SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7655.1 REQUEST FOR SITE IMPROVEMENT

NEW PROCEDURE

PROCEDURES

1. Vice President of Administrative Services (VPA)

   a. At any time may submit a request for, "Site Improvement," via the District computer maintenance management system to the Facilities Services Department for estimate. Project description and budget number must be included before an estimate is given.

   b. May check with Facilities Services to see if his/her request meets the criteria for a Site Improvement.

   c. Considers the merits of the project and the funding available and approves or disapproves the request.

2. Facilities Services Department

   a. Receives request via the computerized maintenance management system and routes to appropriate department for estimate.

   b. Estimates the work for in-house labor and materials, or solicits estimates if the work should be performed by an outside vendor.

   c. Returns the estimate to the Vice President of Administrative Services (VPA) for approval if the project requires funding via the computerized maintenance management system. Note: *With the exception of alarm work, signs and keys, all projects that can be performed by in-house labor with a total value under $50.00 will be done at the expense of the Facilities Services Department.*

   d. If the job requires immediate attention for safety or security reasons, work can be approved via E-mail authorization by the Business Process Supervisor.

   e. Writes a, "Small Projects Agreement," for all work to be performed by a vendor after (VPA) approves of estimate.

   f. Schedules work and notifies the site.

   g. Unless noted, estimates will be removed from computer maintenance management system after (1) one year.

3. Payment

   a. If work is performed by District employees, payment will be transferred by journal voucher initiated by the Facilities Services Department. This form is routed back to (VPA) for signature.

b. If work is performed by an outside vendor, a purchase requisition will be initiated by the appropriate department overseeing the project.

Supersedes: New Procedure