

Operations, Enterprise Services, and Facilities

Standard Operating Procedure for Site Improvement Request and Approval Process

**PURPOSE:**

To establish a clear and efficient process for initiating, estimating, approving, and completing campus Site Improvement projects requested by the Vice President of Administrative Services (VPA) through the Facilities Services Department.

# **SCOPE:**

This SOP applies to all SDCCD facilities and campuses where site improvement work may be requested, including interior, exterior, and infrastructure upgrades not classified as routine maintenance.

# **DEFINITIONS:**

* Site Improvement: Enhancements or modifications to facilities beyond routine maintenance.
* CMMS: Computerized Maintenance Management System used to submit and track work requests.
* VPA: Vice President of Administrative Services, campus-based requestor and approver.

# **RESPONSIBILITIES AND PROCEDURES:**

* May submit a Site Improvement Request through the CMMS at any time. A project description and budget number must be included with the initial request before an estimate will be developed.
* May consult with Facilities Services to determine if the request qualifies as a Site Improvement.
* Upon receipt of the estimate(s), evaluates the proposal based on project merit and available funding. The VPA approves or disapproves the project request within CMMS.

# **FACILITIES SERVICES – PLANNING AND OPERATIONS**

* Receives the Site Improvement Request via CMMS and routes it to the appropriate Planner/Scheduler for evaluation and cost estimation.
* Obtains estimates for labor and materials from SDCCD staff and/or external vendors as necessary.
* Submits final estimate(s) back to the VPA for approval through CMMS if project funding is required.
* For emergency or safety/security-related issues, work may proceed with email authorization from the Director of Facilities Services, provided it qualifies as an emergency.
* Prepares and routes necessary contract documents and supporting forms to the Contracts Specialist for projects involving outside vendors once the VPA approves the estimate.
* Coordinates the work schedule and informs campus contacts of planned project activity and timing.

# **PAYMENT PROCEDURES**

* District-Performed Work:
  + Payment is processed via journal voucher, initiated by Facilities Services and routed to the VPA for final signature.
* Vendor-Performed Work:
  + Facilities staff submits a purchase requisition prior to contract finalization.
  + The requisition is routed and processed by the appropriate department overseeing vendor activity.

**Related Documents and References**

Public Works Processes and Flow Chart (Refer to Facilities SharePoint or Policy Manual)

* CMMS Work Order Submission Guide
* Emergency Work Authorization SOP
* Contract Routing Policy

# **Recordkeeping and Review**

All project requests, approvals, estimates, and payment records must be stored in CMMS and retained according to SDCCD document retention policy. This SOP will be reviewed annually by the Facilities Services Department.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_