

# **TOTAL COST OF OWNERSHIP DISTRICT GUIDELINES (revised)**

Department of General Services



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District Facilities Committee (DFC)  
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## TCO GUIDELINES' PLANNING COMMITTEE MEMBERS

- Dr. Sadiq B. Ikhara, Vice Chancellor of General Services (DGS)
- Rosemary Vazquez, Executive Assistant (DGS)
- Bruce Shapiro, Director of Facilities Operations (DGS/M&O)
- Osafran Okundaye, Interim Director of Facilities Operations (DGS/M&O)
- Charles Neal, Director of Energy & Environmental Sustainability (DGS)
- Jamille Teer, Senior Secretary (DGS)
- Atheria Smith, Director of Facilities Planning and Development (Capital Projects)
- Stephanie Gillen, IT Consultant, Ferrilli
- Antoine Mehoulley, Interim Director of Technology Services
- Dr. Annette Dambrosio, Accreditation Consultant
- Members of the PBIM District Facilities Committee (DFC)

*Special thanks to faculty who participated in the development of the TCO Guidelines.*

*The following TCO Guidelines were developed in consultation with each of the four Colleges, reviewed by the PBIM District Facilities Committee (DFC) on May 2, 2016, and reviewed by the PBC on May 27, 2016. These TCO Guidelines are a revision of the 2015 PCCD TCO Action Plan.*

### **NOTE:**

*The May 27, 2016 Draft TCO Guidelines were reviewed at the May 2016 PBC meeting. Throughout Summer 2016, the draft was revised and refined. The final draft version was reviewed at the August 2016 Flex Day and adopted by the District Facilities Committee (DFC) at its Sept. 2016 meeting.*

## 1. INTRODUCTION

PCCD's Total Cost of Ownership (TCO) Guidelines seek to identify and project all direct and indirect costs incurred before all of PCCD's facilities and equipment can be fully "owned." As an analytical tool, the TCO Guidelines assist decision-making in the determination of the most cost efficient value for Maintenance and Operations. PCCD's TCO Guidelines are limited to balancing costs associated with building assets and the maintenance of existing buildings and infrastructures, including scheduled and deferred maintenance and safety needs for the Colleges and the District.

PCCD's TCO approach considers all costs associated with building assets from acquisition to disposal/replacement. In making calculations, a general facility (or equipment) lifespan is established. Future costs are adjusted upward annually to accommodate for inflation, but may subsequently be adjusted downward to reflect actual dollars spent in any given year.

Initial costs of a building or equipment represent a small percent of the total cost of ownership, which is calculated on the assumed life span of the asset. Other full life cycle costs include maintaining, operating, refurbishing, and/or replacing components over the material assets' lifespan. Estimating the total cost of ownership over the life of a facility or piece of equipment and using these data as part of the budgeting and decision making process, will lead to decisions that ensure the most cost effective savings to PCCD over the long-term.

TCO Guidelines also address the assessment of staffing needs and adequate custodial maintenance involved in a facility's overall costs. Changes in instructional programs in the Peralta Community College District to accommodate growth and development are also addressed by faculty and staff in Program Reviews and may affect the TCO assessment.

## 2. PCCD TCO GUIDELINES' FUNDAMENTALS

The District, in collaboration with the Colleges, has developed the following fundamentals for estimating the TCO for existing and new facilities and equipment at each College and the District Administrative Center (DAC):

- a. The establishment of a common methodology to evaluate maintenance and operations' needs for existing and proposed facilities and equipment.
- b. The utilization of data from District/College Facility Condition Assessment (FCA) drawn from the State Community College Chancellor's Office reporting system known as FUSION (Facilities Utilization, Space Inventory Options Net).

- c. The continued development of processes for the ongoing evaluation of the status of facilities and instructional equipment.
- d. Consciously attending to and effectively implementing the overarching goal of “assuring safe and sufficient physical resources for students, faculty, and staff.”
- e. Close collaboration between the District’s Service Centers (District General Services, Information Technology, and Finance and Administration), with the Colleges.

### **3. PLANNING AND APPROVAL PROCESSES**

The Peralta Community College District has developed a systematic method for Facilities Capital Bond Program planning and budgeting activities wherein the Educational Master Plan of each College is aligned with the respective Integrated Educational, Facilities and Technology Master Plan that supports Colleges to address facilities and technology needs and to improve educational programs. The District’s Bond program planning and development process begins with analyzing the Program Reviews from each College. Identified facility attributes and equipment are then incorporated into a project’s scope, plan, and design.

Planning is developed and documented by the Colleges in their Actionable Improvement Plans (AIPs), and TCO Guidelines are integrated into overall District planning. In keeping with the PBIM shared governance process, recommendations are sent to PCCD’s District Facilities Committee (DFC) and Planning and Budget Council (PBC) for discussion, and recommendations are then forwarded to the Chancellor.

Once approved by the Board of Trustees, the Vice Chancellor for General Services is charged with implementing the deferred maintenance and scheduled maintenance plans as directed by the Integrated Educational and Facility Master Plans. The Vice Chancellor of General Services works in collaboration with the Vice Chancellor for Finance and Administration who has oversight of the 5-Year Capital Construction Plans (Bond funds), as well as the Vice Chancellor of IT.

## 4. TCO ASSUMPTION CALCULATIONS FOR PCCD

BASED ON CALIFORNIA COMMUNITY COLLEGE  
2013 FUSION DATA, WITH PCCD UPDATES WHERE APPLICABLE

(FUSION DATA IS BEING UPDATED IN 2016)

<b>Notes:</b>	
<b>Calculation using square footage are used in reported measurements from FUSION</b>	
Total Gross Square Footage for PCCD Colleges and the District	1,619,681
Total Assignable Square Footage for PCCD Colleges and the District	1,017,945
Number of Custodians	52
Number of Grounds Personnel	8
Number of Maintenance Personnel	11
Number of Managers for Above Areas ( 1 FTE & 4 @ .25% @ \$130K/year)	2
District Wide Total Employee Count:	73
Annualized Cost of Custodians	3,380,000
Annualized Costs of Grounds Personnel	544,000
Annualized Costs of Maintenance Personnel	1,067,000
Annualized Costs of Managers for Above Areas	320,000
District Wide Total Salary & Benefits:	5,311,000
Custodians Cost per Square Foot	\$2.08 22.2.49
Maintenance Cost per Square Foot	\$0.65
Grounds Cost per Square Foot of Outside Space (Total Acreage less Gross Square Footage)	\$1.10
Managers Cost per Square Foot	\$0.19
Annual Water Usage for July 1, 2014 – June 30, 2015	404,435
Cost Per Square Foot of Assignable Space	0.249
Annual Gas Usage for July 1, 2014 – June 30, 2015	460,071
Annual PG&E Gas Usage for July 1, 2014 – June 30, 2015	56,395
Cost Per Square Foot of Assignable Space	0.31
Total Gas Usage:	516,466
Annual Energy Usage for July 1, 2014 – June 30, 2015 (including PG&E)	2,264,145
Cost Per Square Foot of Assignable Space	2.22
Total Energy Usage	2,264,145

## VARIOUS STAGES OF OWNERSHIP

### New Acquisition

Stage	Type	Occupancy
One	Land, Design, Construction	(5-15%)
Two	Operation, Maintenance, Renewal/Modernization	(65-80%)
Three	Decommission, Demolition	(1-5%)

### Facilities Life-Cycle Stages (50-years or Longer)

Stage	Type	Occupancy
One	Land, Design, Construction	(5-15%)
Two	Operation, Maintenance, Renewal/Modernization	(65-80%)
Three	Decommission, Demolition	(1-5%)

### Facility Life Cycle Stage (Example - \$200M (TCO))

Stage	Type	Occupancy
One	Land, Design, Construction	(5-15%)
Two	Operation, Maintenance, Renewal/Modernization	(65-80%)
Three	Decommission, Demolition	(1-5%)

## 5. PCCD MAINTENANCE & OPERATIONS' FACILITIES CONDITION INDEX (FCI)

The Facility Condition Index (FCI) is a benchmark to analyze the effect of investing in facility improvements. The lower the FCI, the lower the need for remedial or renewal funding relative to the facility's value.

**FCI = Total of Building Repair, Upgrade, Renewal Needs  
÷ Current Replacement Value of Building Components**

- 0 - 5% FCI            Asset is in good condition
- 5 - 10% FCI         Asset is in fair condition
- 10 - 30% FCI        Asset is in poor condition

### **Peralta Community College District Facility Condition Index**

FCI = 51.91%	<u>Current (2013)</u>	
	<u>Repair Cost:</u>	<u>\$403,787,430</u>
	Current Replacement Cost:	\$777,826,040

## 6. ESTABLISHING AN APPROPRIATE ANNUAL LEVEL OF FUNDING FOR MAJOR MAINTENANCE AND CAPITAL OUTLAY RENEWAL

The Industry accepted rule for establishing an appropriate annual level of funding for major maintenance and capital outlay renewal is 2 to 4 percent of the aggregate current replacement value. Based on PCCD 2013 Fusion data, the funding outlay renewal is approximately = \$15M to \$30M annually<sup>1</sup>. When a backlog of deferred maintenance has been allowed to accumulate, spending will likely exceed this minimum.<sup>2</sup>

PCCD funding streams include a variety of resources including Instructional Equipment funds and Physical Plant and Instructional Support Block Grant monies (one-time funds) from the California Community College Chancellor's Office, Bond Measures, and Facilities and Maintenance funds.



TCO Guidelines presuppose adequate funding. Where feasible, the District may stagger the timeline for major services, in order to spread the costs across different budget periods. Funding must be especially identified to include the establishment of accounts, the amount to be placed in the account, and the source of future funding to pay for reoccurring maintenance, upgrades, and replacements. Funding may be comprised of general funds, bonds, tax assessments, loans, rebates, or revenue-generating operations. The District must specify which Department is:

- (a) permitted to access the funds, and,
- (b) held responsible for project completion.

Funding considerations will rely on the newly revised Budget Allocation Model (BAM) which serves to guide the funding processes and to address staffing needs.

1. National Research Council, *Committing to the Cost of Ownership: Maintenance and Repair of Public Buildings*, Washington, D.C. National Academy Press, 1990
2. *Capital Renewal and Deferred Maintenance Programs*, Harvey Kaiser, APPA, BOK 2009

# TCO FUNDING PROJECTIONS (2012 THROUGH 2017) INCLUDE\*:

(Data Source: Ronald Little, Vice Chancellor for Finance & Administration, August 2016)

Peralta Community College District Capital Funding / TCO - 5 Year Overview									
	2012-13 Budget	2012-13 Actuals	2013-14 Budget	2013-14 Actuals	2014-15 Budget	2014 -15 Actuals	2015-16 Budget	2015-16 Actuals	2016-17 Tentative Budget
<b>Scheduled Maintenance</b>									
5105 Independent Contractor/Consult	\$ 171,732	\$ 151,416	\$ 202,530	\$ 28,040	\$ 173,520	\$ 49,017	\$ 77,807	\$ 70,821	\$ -
5602 Facility/Building Leases - Ann	\$ -	\$ -	\$ 13,000	\$ 12,163	\$ -	\$ -	\$ -	\$ -	\$ -
5604 Equipment Lease - Annual	\$ 1,536	\$ 1,408	\$ 2,000	\$ 1,082	\$ -	\$ -	\$ -	\$ -	\$ -
5605 Equipment Rentals - Mon-Mon	\$ -	\$ -	\$ 2,500	\$ 2,159	\$ -	\$ -	\$ -	\$ -	\$ -
5881 Building Repairs & Services	\$ -	\$ -	\$ 225,359	\$ 82,268	\$ 755,209	\$ 114,936	\$ 2,050,850	\$ 278,329	\$ -
5882 Equip Repairs Maint. & Svc	\$ -	\$ -	\$ -	\$ -	\$ 20,682	\$ 19,723	\$ -	\$ -	\$ -
6120 Site Improvement	\$ -	\$ -	\$ -	\$ -	\$ 22,769	\$ 7,495	\$ -	\$ -	\$ -
6206 Building Improvement	\$ -	\$ -	\$ -	\$ -	\$ 1,220,261	\$ 217,475	\$ 1,564,475	\$ -	\$ 2,000,000
6402 Inst Equipment and Furn	\$ -	\$ -	\$ -	\$ -	\$ 35,316	\$ 16,946	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 173,268</b>	<b>\$ 152,824</b>	<b>\$ 445,389</b>	<b>\$ 125,711</b>	<b>\$ 2,227,757</b>	<b>\$ 425,592</b>	<b>\$ 3,693,132</b>	<b>\$ 349,150</b>	<b>\$ 2,000,000</b>
<b>RDA Funds</b>									
5881 Building Repairs & Services	\$ 100,740	\$ 84,938	\$ 327,637	\$ 251,035	\$ 183,137	\$ 113,162	\$ 232,288	\$ 155,564	\$ 418,411
5882 Equip Repairs Maint. & Svc	\$ 97,930	\$ 77,329	\$ 43,306	\$ 30,436	\$ 67,306	\$ 42,224	\$ 47,789	\$ 8,028	\$ -
5885 Misc. Operational Exp.	\$ -	\$ -	\$ 5,700	\$ 5,575	\$ 5,700	\$ -	\$ 102,535	\$ -	\$ 37,265
5889 Grounds Maintenance	\$ 9,299	\$ 9,150	\$ 10,500	\$ 4,964	\$ 10,200	\$ -	\$ -	\$ -	\$ -
5890 Service Contract-Equipment	\$ -	\$ -	\$ 18,000	\$ 14,806	\$ -	\$ -	\$ -	\$ -	\$ -
5891 Service Contract-Software-DP	\$ -	\$ -	\$ -	\$ -	\$ 37,711	\$ -	\$ 14,898	\$ 14,898	\$ -
6206 Building Improvement	\$ 4,381	\$ 4,381	\$ 10,710	\$ 9,980	\$ 2,749	\$ 2,749	\$ 3,750	\$ 3,750	\$ -
6402 Inst Equipment and Furn	\$ -	\$ -	\$ 7,440	\$ 6,224	\$ 506	\$ -	\$ -	\$ -	\$ -
6403 Non-Instructional Equip & Furn	\$ 47,000	\$ 45,317	\$ 10,149	\$ 9,552	\$ 39,728	\$ 22,653	\$ 67,632	\$ 57,632	\$ 25,000
6404 Telephone System Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 21,173	\$ -
6407 PC,SERV, Other Comput,Peripher	\$ -	\$ -	\$ -	\$ -	\$ 144,600	\$ 118,899	\$ 701	\$ -	\$ -
<b>Total</b>	<b>\$ 259,350</b>	<b>\$ 221,114</b>	<b>\$ 433,442</b>	<b>\$ 332,571</b>	<b>\$ 347,037</b>	<b>\$ 180,788</b>	<b>\$ 493,892</b>	<b>\$ 261,044</b>	<b>\$ 480,676</b>
<b>Prop 39 Energy Efficiency Projects</b>									
6120 Site Improvement	\$ -	\$ -	\$ 530,540	\$ 477,486	\$ 91,164	\$ 91,164	\$ -	\$ -	\$ -
6206 Building Improvement	\$ -	\$ -	\$ 122,408	\$ 170,132	\$ 412,670	\$ (7,858)	\$ 989,486	\$ 250,142	\$ 400,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 652,948</b>	<b>\$ 647,618</b>	<b>\$ 503,834</b>	<b>\$ 83,306</b>	<b>\$ 989,486</b>	<b>\$ 250,142</b>	<b>\$ 400,000</b>

<b>Bond Measure A Funds</b>									
5881 Building Repairs & Services	\$ -	\$ -	\$ -	\$ 9,744	\$ -	\$ -	\$ -	\$ -	\$ -
5891 Service Contract-Software-DP	\$ -	\$ -	\$ 20,000	\$ 2,480	\$ 14,016	\$ -	\$ 14,892	\$ -	\$ 1,791
5894 Moving/Relocation Expenses	\$ -	\$ 98,177	\$ 90,081	\$ 201,063	\$ 50,592	\$ -	\$ 27,491	\$ -	\$ 3,437
6110 Land/Sites Purchase	\$ -	\$ 100,000	\$ -	\$ 4,250	\$ 4,600,033	\$ 3,883,742	\$ 2,631,070	\$ 9,373	\$ 529,219
6120 Site Improvement	\$ 6,001,682	\$ 1,277,132	\$ 34,063,515	\$ 6,646,070	\$ 1,607,376	\$ 361,140	\$ 2,382,066	\$ 1,500,447	\$ 254,482
6201 New Building Construction	\$ 5,091,500	\$ 3,906,342	\$ 42,744,003	\$ (774,738)	\$ 50,797,250	\$ 25,514,022	\$ 30,956,860	\$ 1,346,741	\$ 4,009,142
6206 Building Improvement	\$ 29,237,184	\$ 11,254,615	\$ 1,316,393	\$ 9,712,890	\$ 30,418,690	\$ 544,597	\$ 25,503,742	\$ 834,204	\$ 2,861,208
6402 Inst Equipment and Furn	\$ 2,822,650	\$ 1,268,329	\$ 446,949	\$ 543,792	\$ 3,719,142	\$ 181,529	\$ 5,007,416	\$ 2,611,143	\$ 815,887
6403 Non-Instructional Equip & Furn	\$ 1,424,657	\$ 1,047,876	\$ 3,553,742	\$ 1,555,589	\$ 3,538,052	\$ 70,600	\$ 2,623,301	\$ 561,795	\$ 447,076
6406 Laptop Computers	\$ 2,300	\$ 192,241	\$ 248,616	\$ 450,541	\$ 218,885	\$ 199,409	\$ 137,216	\$ 8,518	\$ 53,367
6407 PC,SERV, Other Comput,Peripher	\$ 2,827,340	\$ 1,211,304	\$ 2,015,040	\$ 2,781,453	\$ 3,850,669	\$ 1,438,445	\$ 3,730,326	\$ 112,301	\$ 1,679,090
<b>Total</b>	<b>\$ 47,407,313</b>	<b>\$ 20,356,017</b>	<b>\$ 84,498,339</b>	<b>\$ 21,133,133</b>	<b>\$ 98,814,705</b>	<b>\$ 32,193,483</b>	<b>\$ 73,014,380</b>	<b>\$ 6,984,524</b>	<b>\$ 10,654,699</b>
<b>Bond Measure E Funds</b>									
5881 Building Repairs & Services	\$ -	\$ -	\$ -	\$ -	\$ 24,150	\$ 25,337	\$ 48,212	\$ -	\$ 250,000
5885 Misc. Operational Exp.	\$ -	\$ -	\$ 7,343,532	\$ -	\$ 6,166,729	\$ -	\$ 33,096	\$ -	\$ 31,618
5889 Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5891 Service Contract-Software-DP	\$ 81,000	\$ 498,843	\$ -	\$ 258,771	\$ 30,057	\$ -	\$ 1,217	\$ -	\$ -
6120 Site Improvement	\$ 6,617,969	\$ -	\$ -	\$ -	\$ -	\$ 90,469	\$ 6,003	\$ 1,411	\$ 5,735
6201 New Building Construction	\$ -	\$ 760,030	\$ 1,252,293	\$ 1,698,326	\$ 4,885,405	\$ 3,257,452	\$ 2,403,507	\$ 2,253,094	\$ 36,233
6206 Building Improvement	\$ 14,382,496	\$ 296,294	\$ 10,596,893	\$ 665,285	\$ 6,663,331	\$ 2,059,800	\$ 3,980,586	\$ 720,489	\$ 4,565,170
6402 Inst Equipment and Furn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,284,590
6403 Non-Instructional Equip & Furn	\$ -	\$ -	\$ -	\$ 5,341	\$ 159	\$ -	\$ 738,845	\$ -	\$ -
6404 Telephone System Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,395	\$ 32,383	\$ 588,649	\$ 200,000
6407 PC,SERV, Other Comput,Peripher	\$ -	\$ 139,140	\$ -	\$ 4,768	\$ 32	\$ -	\$ 28	\$ 19,714	\$ -
6435 Com,Pmnter,Srv, Etc.>\$49,999.99	\$ -	\$ 367,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
<b>Total</b>	<b>\$ 21,081,465</b>	<b>\$ 2,062,046</b>	<b>\$ 19,192,718</b>	<b>\$ 2,632,491</b>	<b>\$ 17,769,863</b>	<b>\$ 5,438,453</b>	<b>\$ 7,243,877</b>	<b>\$ 3,583,357</b>	<b>\$ 7,173,346</b>

## 2012-2017 PROJECTIONS\* (CONTINUED)

<b>General Fund (M&amp;O) - General Services</b>										
5882	Equip Repairs Maint. & Svc	\$ 9,470	\$ 3,911	\$ 3,105	\$ 2,409	\$ 2,258	\$ 2,033	\$ 6,470	\$ 3,332	\$ 10,000
5890	Service Contract-Equipment	\$ 5,200	\$ 4,338	\$ 5,865	\$ 876	\$ 7,045	\$ 6,559	\$ 10,000	\$ 9,309	\$ 5,000
5891	Service Contract-Software-DP	\$ 25,691	\$ 25,690	\$ 25,691	\$ 25,690	\$ 25,692	\$ 25,690	\$ 25,691	\$ 25,690	\$ 63,191
6403	Non-Instructional Equip & Furn	\$ 4,992	\$ 4,080	\$ 4,992	\$ -	\$ 4,992	\$ 4,919	\$ 992	\$ -	\$ 4,000
6406	Laptop Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ 2,540	\$ -
	<b>Total</b>	<b>\$ 45,353</b>	<b>\$ 38,019</b>	<b>\$ 39,653</b>	<b>\$ 28,975</b>	<b>\$ 39,987</b>	<b>\$ 39,202</b>	<b>\$ 46,053</b>	<b>\$ 38,331</b>	<b>\$ 82,191</b>
<b>General Fund (M&amp;O) - Facilities Operations</b>										
5602	Facility/Building Leases - Ann	\$ 38,769	\$ 38,614	\$ 39,200	\$ 38,023	\$ 14,339	\$ 14,339	\$ -		\$ 25,000
5604	Equipment Lease - Annual	\$ -	\$ -	\$ -	\$ 498	\$ 1,500	\$ 2,139	\$ 1,515	\$ 1,407	\$ 3,638
5605	Equipment Rentals - Mon-Mon	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 1,710		\$ -
5865	Publishing/ Doc Publication	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5881	Building Repairs & Services	\$ 257,092	\$ 208,211	\$ 316,905	\$ 248,868	\$ 327,226	\$ 279,966	\$ 351,573	\$ 220,163	\$ 249,185
5882	Equip Repairs Maint. & Svc	\$ 158,028	\$ 113,931	\$ 141,812	\$ 116,453	\$ 27,601	\$ 10,072	\$ 147,562	\$ 94,310	\$ 125,521
5889	Grounds Maintenance	\$ 27,005	\$ 27,005	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5890	Service Contract-Equipment	\$ -	\$ -	\$ -	\$ -	\$ 13,493	\$ 12,293	\$ -		\$ -
5891	Service Contract-Software-DP	\$ -	\$ -	\$ -	\$ 9,969	\$ 21,482	\$ 6,822	\$ (5,940)	\$ (5,940)	\$ -
6120	Site Improvement	\$ -	\$ -	\$ -	\$ -	\$ 8,745	\$ 8,445	\$ -		\$ -
6206	Building Improvement	\$ 32,000	\$ 31,865	\$ -	\$ -	\$ -	\$ -	\$ 9,650		\$ -
6402	Inst Equipment and Furn	\$ 9,624	\$ 9,624	\$ 8,800	\$ (6,779)	\$ 3,501	\$ -	\$ -		\$ 2,500
6403	Non-Instructional Equip & Furn	\$ -	\$ -	\$ 2,000	\$ 1,900	\$ -	\$ 3,292	\$ -		\$ -
	<b>Total</b>	<b>\$ 522,518</b>	<b>\$ 429,250</b>	<b>\$ 508,717</b>	<b>\$ 408,932</b>	<b>\$ 420,387</b>	<b>\$ 337,368</b>	<b>\$ 506,070</b>	<b>\$ 309,941</b>	<b>\$ 405,844</b>
<b>One-Time Funds (20 Day Projects)</b>										
5881	Building Repairs & Services	\$ -	\$ -	\$ -	\$ -	\$ 230,460	\$ 197,175	\$ -	\$ 67,232	\$ 300,000
5882	Equip Repairs Maint. & Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,557	
5885	Misc. Operational Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 444,642	\$ 134,130	
5889	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,322	
6403	Non-Instructional Equip & Furn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,940	
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,460</b>	<b>\$ 197,175</b>	<b>\$ 444,642</b>	<b>\$ 268,182</b>	<b>\$ 300,000</b>

<b>General Fund (M&amp;O) - General Services</b>										
5882	Equip Repairs Maint. & Svc	\$ 9,470	\$ 3,911	\$ 3,105	\$ 2,409	\$ 2,258	\$ 2,033	\$ 6,470	\$ 3,332	\$ 10,000
5890	Service Contract-Equipment	\$ 5,200	\$ 4,338	\$ 5,865	\$ 876	\$ 7,045	\$ 6,559	\$ 10,000	\$ 9,309	\$ 5,000
5891	Service Contract-Software-DP	\$ 25,691	\$ 25,690	\$ 25,691	\$ 25,690	\$ 25,692	\$ 25,690	\$ 25,691	\$ 25,690	\$ 63,191
6403	Non-Instructional Equip & Furn	\$ 4,992	\$ 4,080	\$ 4,992	\$ -	\$ 4,992	\$ 4,919	\$ 992	\$ -	\$ 4,000
6406	Laptop Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ 2,540	\$ -
	<b>Total</b>	<b>\$ 45,353</b>	<b>\$ 38,019</b>	<b>\$ 39,653</b>	<b>\$ 28,975</b>	<b>\$ 39,987</b>	<b>\$ 39,202</b>	<b>\$ 46,053</b>	<b>\$ 38,331</b>	<b>\$ 82,191</b>
<b>General Fund (M&amp;O) - Facilities Operations</b>										
5602	Facility/Building Leases - Ann	\$ 38,769	\$ 38,614	\$ 39,200	\$ 38,023	\$ 14,339	\$ 14,339	\$ -		\$ 25,000
5604	Equipment Lease - Annual	\$ -	\$ -	\$ -	\$ 498	\$ 1,500	\$ 2,139	\$ 1,515	\$ 1,407	\$ 3,638
5605	Equipment Rentals - Mon-Mon	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 1,710		\$ -
5865	Publishing/ Doc Publication	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5881	Building Repairs & Services	\$ 257,092	\$ 208,211	\$ 316,905	\$ 248,868	\$ 327,226	\$ 279,966	\$ 351,573	\$ 220,163	\$ 249,185
5882	Equip Repairs Maint. & Svc	\$ 158,028	\$ 113,931	\$ 141,812	\$ 116,453	\$ 27,601	\$ 10,072	\$ 147,562	\$ 94,310	\$ 125,521
5889	Grounds Maintenance	\$ 27,005	\$ 27,005	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5890	Service Contract-Equipment	\$ -	\$ -	\$ -	\$ -	\$ 13,493	\$ 12,293	\$ -		\$ -
5891	Service Contract-Software-DP	\$ -	\$ -	\$ -	\$ 9,969	\$ 21,482	\$ 6,822	\$ (5,940)	\$ (5,940)	\$ -
6120	Site Improvement	\$ -	\$ -	\$ -	\$ -	\$ 8,745	\$ 8,445	\$ -		\$ -
6206	Building Improvement	\$ 32,000	\$ 31,865	\$ -	\$ -	\$ -	\$ -	\$ 9,650		\$ -
6402	Inst Equipment and Furn	\$ 9,624	\$ 9,624	\$ 8,800	\$ (6,779)	\$ 3,501	\$ -	\$ -		\$ 2,500
6403	Non-Instructional Equip & Furn	\$ -	\$ -	\$ 2,000	\$ 1,900	\$ -	\$ 3,292	\$ -		\$ -
	<b>Total</b>	<b>\$ 522,518</b>	<b>\$ 429,250</b>	<b>\$ 508,717</b>	<b>\$ 408,932</b>	<b>\$ 420,387</b>	<b>\$ 337,368</b>	<b>\$ 506,070</b>	<b>\$ 309,941</b>	<b>\$ 405,844</b>
<b>One-Time Funds (20 Day Projects)</b>										
5881	Building Repairs & Services	\$ -	\$ -	\$ -	\$ -	\$ 230,460	\$ 197,175	\$ -	\$ 67,232	\$ 300,000
5882	Equip Repairs Maint. & Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,557	
5885	Misc. Operational Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 444,642	\$ 134,130	
5889	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,322	
6403	Non-Instructional Equip & Furn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,940	
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,460</b>	<b>\$ 197,175</b>	<b>\$ 444,642</b>	<b>\$ 268,182</b>	<b>\$ 300,000</b>

## 2012-2017 PROJECTIONS\* (CONTINUED)

One-Time Funds (PASS Projects)											
4101	Classroom-Books	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,118	\$ 2,500	\$ 28,702	\$ -	\$ -
4301	Instructional - (Classroom)	\$ -	\$ -	\$ -	\$ -	\$ 55,743	\$ -	\$ 38,038	\$ -	\$ -	\$ -
4302	Supplies Outreach recruitment	\$ -	\$ -	\$ -	\$ -	\$ 3,560	\$ -	\$ -	\$ -	\$ -	\$ -
4304	Supplies-office	\$ -	\$ -	\$ -	\$ -	\$ 33,031	\$ 17,397	\$ 36,738	\$ 24,013	\$ -	\$ -
4306	Computer software/site lic.-cl	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 10,696	\$ -	\$ -	\$ -	\$ -
4307	Computer software/site lic.-ad	\$ -	\$ -	\$ -	\$ -	\$ 39,350	\$ 35,953	\$ 28,500	\$ 26,647	\$ -	\$ -
5882	Equip Repairs Maint. & Svc	\$ -	\$ -	\$ -	\$ -	\$ 310	\$ 300	\$ 5,000	\$ 5,000	\$ -	\$ -
5883	Net Internet Fees and Subs.	\$ -	\$ -	\$ -	\$ -	\$ 16,343	\$ 770	\$ 7,787	\$ 7,786	\$ -	\$ -
5885	Misc. Operational Exp.	\$ -	\$ -	\$ -	\$ -	\$ 1,289,489	\$ 39,792	\$ 652,742	\$ 15,429	\$ -	\$ -
5891	Service Contract-Software-DP	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,200	\$ -	\$ -	\$ -	\$ -
6301	College Library Books	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 13,372	\$ -	\$ -	\$ -	\$ -
6303	College Library Periodicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 9,771	\$ -	\$ -
6305	Library Textbooks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 14,829	\$ -	\$ -
6402	Inst Equipment and Furn	\$ -	\$ -	\$ -	\$ -	\$ 108,357	\$ 101,134	\$ 16,810	\$ 12,798	\$ -	\$ -
6403	Non-Instructional Equip & Furn	\$ -	\$ -	\$ -	\$ -	\$ 51,279	\$ 47,836	\$ 1,805	\$ 1,802	\$ -	\$ -
6406	Laptop Computers	\$ -	\$ -	\$ -	\$ -	\$ 33,350	\$ 15,880	\$ 29,590	\$ 18,499	\$ -	\$ -
6407	PC,SERV, Other Comput,Peripher	\$ -	\$ -	\$ -	\$ -	\$ 47,020	\$ 43,753	\$ 10,075	\$ 4,472	\$ -	\$ -
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ 1,708,332	\$ 377,199	\$ 854,585	\$ 169,748	\$ -	\$ -
<b>Total Capital Funds</b>		\$ 69,489,267	\$ 23,259,271	\$ 105,771,206	\$ 25,309,431	\$ 122,062,362	\$ 39,272,564	\$ 87,286,116	\$ 12,214,417	\$ 21,496,756	\$ -

\* 2014-2015 Scheduled maintenance projects are being implemented and scheduled to be completed by June 2017.

\*2015-2016 Elevator replacement projects and Contracts have been awarded and scheduled to be completed by June 2018.

\*2016-2017 Scheduled maintenance projects will be completed by June 2020.

## 7. ESTABLISHING TCO STANDARDS

PCCD determines what standards are acceptable for maintaining equipment, buildings, grounds, and custodial performance. PCCD applies the Association of Physical Plant Administrators (APPA) Standards. APPA Standards address the following: Equipment & Building Standards, Grounds Standards, and Custodial Standards. (SEE APPENDIX FOR APPA Standards). IT Standards are addressed in Appendix VIII.

Applying TCO to newly acquired assets is easier than migrating existing assets. The acquisition phase is a prime time to negotiate and adopt extended warranties and service agreements. District policy requires green building certification for new construction.

Priorities will be based, in part, on the District's Mission and Strategic Plan and Objectives. Any material impediments to educating students must be addressed and prioritized accordingly. Safety concerns will be addressed immediately. Items that do not totally undermine education, but make conditions more difficult to educate students (e.g., leaky roofs, inadequate ventilation, poor air quality, noisy HVAC) will be fixed, but might fall lower on the priorities' list.

## 8. INVENTORYING EXISTING BUILDINGS, SYSTEMS, AND EQUIPMENT AS PART OF TCO

PCCD's TCO analysis begins with inventorying and cataloging existing assets and the systems that support the assets. The inventory documents model, serial number, location, identifying narrative description, use/application (classroom, labs, offices, storage, conference rooms, etc.), architectural drawings or sketches, photographs, video, and other applicable assets. The department, work unit, and job position that is responsible for maintaining the asset will be identified. The primary users and the department or work unit that operates the assets will be included in the inventory.

The District will continue to distribute a maintenance schedule and budget for each maintenance project. Equipment or systems that require specialized maintenance/service contracts will be identified.

## 9. TCO FOR GROUNDS AND EQUIPMENT

The general TCO principles outlined in this document also apply to assets such as grounds. For example, lawns, sprinkler systems, supporting hardware and software, and mechanical equipment (lawn mowers, trucks, sweepers, etc.) must also be subject to TCO.

## 10. TCO AND IT INTEGRATION

TCO principles include IT integration. IT considerations such as Direct and Indirect labor, amortizing equipment costs, and software and hardware licensing are included. (SEE APPENDIX IV for detailed IT TCO Standards).

## 11. RECOMMENDATION TO ESTABLISH AN IN-HOUSE TCO TASK FORCE TO IMPLEMENT A FACILITIES CONDITION ASSESSMENT (FCA)

*Note: The District is currently engaged with the Community College League of California (CCLC) to conduct an updated FCA in August 2016.*

Upon receipt of the CCLC FCA recommendations, the District Facilities Committee (DFC) will consider establishing an in-house Task Force to implement the new Facilities Condition Assessment (FCA) beginning in Fall 2016 semester. This DFC Task Force will:

- a. Define the Level of Service (APPA definition) that we are striving to achieve throughout the District based upon budget.
- b. Develop a clear (and ongoing) funding vehicle to address the evolving District Maintenance backlog.
- c. Develop, with the funds provided, a Facilities' implementation schedule and identify the resources (both human and monetary) to ensure the greatest ROI (Return on Investment).
- d. Reflect the District's priorities and ongoing commitment to the TCO.
- e. Distribute TCO information to the District and the Colleges.

## **12. EVALUATION OF TCO GUIDELINES**

The District Facilities Committee (DFC) will be responsible for evaluating the TCO Guidelines and presenting recommendations for revision to the PBC each semester. The first round of evaluation will be scheduled for DFC in January 2017.

## 13. APPENDICES

### Appendix I

#### EQUIPMENT AND BUILDING STANDARDS

*Source: AAPA Standards*

LEVEL 1: Showpiece Facility

LEVEL 2: Comprehensive Stewardship

LEVEL 3: Managed Care

LEVEL 4: Reactive Management

LEVEL 5: Crisis Response



## Appendix II

### GROUNDS STANDARDS

*Source: APPA Standards*

- LEVEL 1: Well-manicured landscape
- LEVEL 2: High level of maintenance
- LEVEL 3: Moderate level of maintenance
- LEVEL 4: Moderately low level of maintenance
- LEVEL 5: Minimum level maintenance
- LEVEL 6: Natural area (non-developed)

## Appendix III

### CUSTODIAL STANDARDS

Source: APPA Standards

#### APPA CUSTODIAL SERVICE LEVELS

##### **LEVEL 1 - ORDERLY SPOTLESSNESS**

Level 1 establishes cleaning at the highest level. It was developed for the corporate suite, the donated building, or the historical focal point. This is show-quality cleaning for that prime facility.

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
  - Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
  - Trash containers and pencil sharpeners are empty, clean, and odor-free.

##### **LEVEL 2 - ORDINARY TIDINESS**

Level 2 is the base upon which this study is established. This is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms, and similar type facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

## **Appendix III (continued)**

### **LEVEL 3 - CASUAL INATTENTION**

This level reflects the first budget cut, or some other staffing-related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon close observation dust, dirt, and stains, as well as a buildup of dirt, dust, and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes, and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

### **LEVEL 4 - MODERATE DINGINESS**

Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People beginning to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good “spring cleaning.”

- Floors are swept clean, but are dull. Colors are dingy, and there is an obvious buildup of dust, dirt, and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

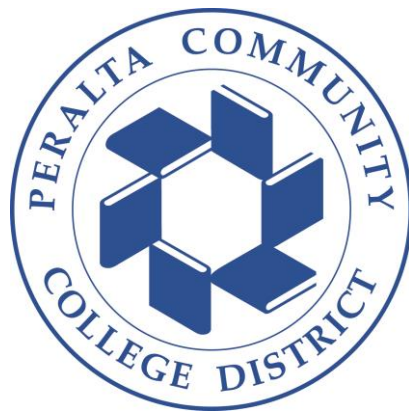
## Appendix III (continued)

### LEVEL 5 - UNKEMPT NEGLECT

This is the final and lowest level. The trucking industry would call this “just-in-time cleaning.” The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5% of lamps are burned out, and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

## **Appendix IV**



**Peralta Community College District**

**Information Technology**

**Total Cost of Ownership**

**Revised: September 14, 2016**

## Appendix IV (continued)

### Contents

The Process.....	22
IT: Total Cost of Ownership (TCO) .....	24
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Cost Analysis .....	26
IT Standards.....	27

## **Appendix IV (continued)**

This report provides observations and recommendations to assist the Peralta Community College District administration in managing the Total Cost of Ownership (TCO) for Educational Technology, selecting the best-fit technology and systems, as well as aligning its technology with the Institutional mission, goals and institutional objectives, to include the equitable distribution of resources for the four Colleges.

### **The Process**

Peralta Community College District understands that its Software Licensing, Hardware, Services, and Maintenance requires upgrading, continued maintenance, and support.

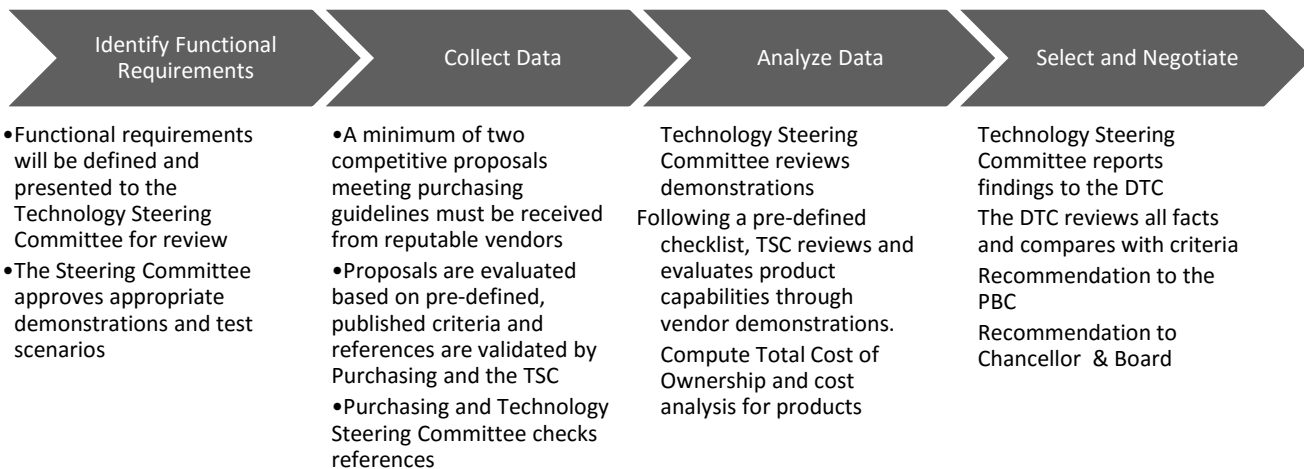
All major projects that are outside of a regular maintenance schedule or under an existing contract, should be organized into a structure that will allow for thorough evaluation and a decision based upon predetermined criteria. Individuals from across the organization will participate and provide input toward the final decision.

The following criteria will be used for selecting a vendor for all major IT projects.

- Best-Fit Functionality
- Optimum Implementation Strategy
- Total Cost of Ownership

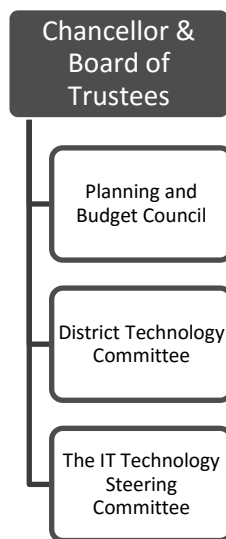
The process has been designed to help PCCD focus on its priority needs and functional requirements. All major selections should be processed through three oversight bodies: the Information Technology Steering Committee, the District Technology Committee (DTC), and the Planning and Budget Council (PBC).

## Appendix IV (continued)



The Technology Steering Committee (TSC) is responsible for evaluating the viability and functionality of each vendor finalist. This Team will design demonstration scenarios and specific functional questions to be answered by the vendors. The Technology Steering Committee will provide to the DTC an analysis of the functional fit from each vendor. The DTC will review the analysis and evaluate the implementation strategies as well as the total cost of ownership. It is the DTC's charge to provide a final recommendation to the PBC.

The graphic below illustrates the project organization.





## **Appendix IV (continued)**

The Technology Steering Committee consists of members who meet bi-weekly and represent a cross-section of leadership at the District level.

### **Total Cost of Ownership**

Calculation of TCO should address the following:

- Direct labor – established support infrastructure as well as user support and computing infrastructure
- Indirect Labor – time costs incurred by user training, productivity losses experienced when problems occur, or time lost when a device fails or network connectivity is lost.
- Amortized equipment costs – computers, servers, network equipment, printers and other hardware, software and external service providers.

Software Licensing, Hardware, Services, and Maintenance are the primary areas that are considered in calculating the total cost of ownership. It may also be necessary to consider the cost of additional long and short-term staffing. It is extremely important that Peralta Community College District maintain a contingency fund for unexpected requirements. Management and support, communications, end-user expenses and the opportunity cost of downtime, training and other productivity losses should be considered as sub-categories of the four primary areas.

## Appendix IV (continued)

### IT: Total Cost of Ownership (TCO) Checklist

Every time a project is considered for the District, the ITS department will complete the following checklist.

- Is there adequate budget allocated to complete the project/task?
- Are there adequate resources to complete the project/task?
- Are there ongoing software support maintenance needs/costs?
- Is there a (3-5 year) refresh cycle plan for hardware & equipment?
- Are software & hardware requests compatible for the project/task?
- Does equipment (computers, tablets, etc.) have secure stations/check-out?
- Does the existing network infrastructure support the project/task?
  - Wireless, wired, virtual desktop, remote access
- Is there adequate electrical power?
- Is there adequate data cabling?
- Are there available ports on the switch?
- Is there adequate space allocated for the project/task/activity?
- Does this project/task meet ADA requirements?
- Does this project/task meet OSHA standards?
- Does the software integrate with PeopleSoft?
- Is there single sign-on capability?

## Appendix IV (continued)

### Cost Analysis

All major IT projects, including hardware acquisition, will go through cost-analysis for the life of the contract prior to the selection phase.

### Evaluation Rubric

This rubric will aid the District Technology Committee in the selection of a product or vendor. Criteria can be added or removed to meet the appropriate priorities of the District.

	3	2	1	0	Score
<b>Strategic Plan</b>	Project clearly relates to the District Strategic Plan (goals and objectives) It includes several supporting details and/or examples.	Project clearly relates to the Strategic Plan. It provides 1-2 supporting details/examples	The Plan is mentioned but there are no details and/or examples provided.	Information does not speak to the District Strategic Plan	
<b>IT Master Plan</b>	Project clearly relates to the IT Master Plan. It includes several supporting details and/or examples.	Project clearly relates to the IT Master Plan. It provides 1-2 supporting details/examples	The Plan is mentioned but there are no details and/or examples provided.	Information does not speak to the IT Master plan.	
<b>Facilities Master Plan</b>	Project clearly relates to the Facilities Master Plan. It includes several supporting details and/or examples.	Project clearly relates to the Facilities Master Plan. It provides 1-2 supporting details/examples	The Plan is mentioned but there are no details and/or examples provided.	Information does not speak to the Facilities Master plan.	
<b>District Mission</b>	Project clearly relates to the District Mission. It includes several supporting details and/or examples.	Project clearly relates to the District Mission It provides 1-2 supporting details/examples	The Mission is mentioned but there are no details and/or examples provided.	Information does not speak to the District Mission	

## Appendix IV (continued)

### IT Standards

<b>Student Lab/Library, PC Standards</b>		
<b>A1.a</b>	PCs for students	One PC will be dedicated to student use for every 20 FTEs
<b>A1.b</b>	PCs for students with assistive technology	10 percent of all computers in this category will be configured with assistive technology to provide increased access to students with disabilities.
<b>A2</b>	Printers	One workgroup printer will be dedicated to every 30 student computers.
<b>A3</b>	Office Software	All student computers will have access to word processing, spreadsheet, and presentation software.
<b>A4</b>	Email communications	All students will have access to a college-provided email account to facilitate college-to-student, faculty-to-student, and student-to-student communication.
<b>A5</b>	Internet	All student computers will have access to the Internet via a browser.
<b>A6</b>	Security	All campus-owned student access computers will be protected by anti-virus, anti-spyware, and firewall software.
<b>A7</b>	Student Online Services	All student computers will have access to student online services provided by the District.
<b>A8</b>	Refresh Rate of computers	Computers will be replaced on a four-year schedule. This requirement is consistent with industry practices.
<b>A9</b>	Online Library and Learning Resources	All student computers will have access to electronic library databases and the electronic library card catalog.

<b>Student, Faculty, and Staff-owned Computers</b>		
<b>A5</b>	Internet	All student, faculty, and staff-owned computers will have access to the Internet via a browser.
<b>A6</b>	Security	Each personally-owned computer will be protected by anti-virus, anti-spyware, and firewall software.

## Appendix IV (continued)

<b>Faculty PC Standards</b>		
<b>B1.a</b>	PCs for Full-time Faculty	One PC, with appropriate assistive technology, will be provided for every full-time faculty member.
<b>B1.b</b>	PCs for Adjunct Faculty	One PC, with appropriate assistive technology will be dedicated to part-time faculty for every part-time FTEF.
<b>B2</b>	Printers	One workgroup printer will be dedicated to every 25 faculty computers.
<b>B3</b>	Office Software	All faculty computers will have access to word processing, spreadsheet, and presentation software.
<b>B4</b>	Email communications	All faculty will have access to a college-provided email account to facilitate college-to-student, faculty-to-student, and faculty-to-faculty communication.
<b>B5</b>	Internet	All faculty computers will have access to the Internet via a browser.
<b>B6</b>	Security	All campus-owned faculty access computers will be protected by anti-virus, anti-spyware, and firewall software.
<b>B7</b>	Faculty Online Services	All faculty computers will have access to faculty online services provided by the District.
<b>B8</b>	Refresh Rate of computers	Computers will be replaced on a four-year schedule. This requirement is consistent with industry practices.
<b>B9</b>	Online Library and Learning Resources	All faculty computers will have access to electronic library databases and the electronic library card catalog.
<b>B10</b>	Digital Media Services	Optical character recognition and image scanning software are available to faculty upon request.

## Appendix IV (continued)

<b>Administrative and Classified Staff PC Standards</b>		
<b>C1</b>	PCs for permanent administrative and classified staff	One PC, with appropriate assistive technology will be provided for each of 80% of the permanent administrative and classified staff.
<b>C2</b>	Printers	One workgroup will be dedicated to every 25 staff members
<b>C3</b>	Office Software	All staff computers will have access to word processing, spreadsheet, and presentation software.
<b>C4</b>	Email communications	All staff will have access to a college-provided email account to facilitate college-to-student, faculty-to-student, and faculty-to-faculty communication.
<b>C5</b>	Internet	All staff computers will have access to the Internet via a browser.
<b>C6</b>	Security	All campus-owned staff access computers will be protected by anti-virus, anti-spyware, and firewall software.
<b>C7</b>	Administrative Online Services	All staff computers will have access to job-related administrative online services provided by the District.
<b>C8</b>	Refresh Rate of computers	Computers will be replaced on a four-year schedule. This requirement is consistent with industry practices.

## Appendix V

### PROPOSED FACILITIES CONDITION ASSESSMENT (FCA) TASK FORCE RESPONSIBILITIES

Source: Dr. Sadiq B. Ikharo, Vice Chancellor for General Services, August, 2016

The DTC Task Force will work in Collaboration with General Services to oversee the following tasks:

1. Prioritize Equipment Maintenance (according to prioritization criteria:)
  - a. Threats to Safety
  - b. Impact on Mission (i.e., educating students)
  - c. Effect on Operations, e.g., damage to centralized information technology equipment
  - d. Condition of equipment:
    - How much estimated useful life remains?
    - Is equipment readily serviceable?
    - Is servicing up to date?
    - Servicing versus replacement?
    - Other?
2. Estimate Cost of Maintenance, Upgrade, or Replacement

Consult with service providers, manufacturers, personal professional, experience, and colleagues
3. Secure Budget (specific amount allotted and encumbered; budget string; spending approval authorities)

Consult with responsible Department Heads, Committees, and District Administration
4. Assign Responsibility (Specify department or work unit)

## Appendix V (continued)

5. Develop timelines and schedules
  - a. Create a project matrix timeline, i.e., determine when various projects begin and end.
  - b. Determine when projects will be operative (normal business hours; weekends; holidays; nights)
6. Assign each project as routine maintenance, maintenance project, or capital project and consider the following:
  - a. Can projects be addressed during the normal course of business?
  - b. Should projects be assigned as a routine project or special project?
  - c. Should overtime be factored?
  - d. Should the project be treated as a Capital Project, e.g., what will be the duration, significant costs, special expertise required, complex collaboration, and/or unique variables?
7. Project Planning Considerations:
  - a. Facilities Planner

Must address design development, permitting, geological testing,
  - b. Project Planner
    - i. Scheduling, collecting campus feedback, arranging access, Contract negotiations, billing and payments
    - ii. Develop communication plan
    - iii. Risk Management
    - iv. Identify and mitigate risks (e.g., safety)
    - v. Disruption Alleviation, e.g., noise, odor, restricted access/freedom of movement
    - vi. Compare cost of mitigating versus tolerating disruption
8. Implement Project

Schedule meetings, job walks, project initiation, equipment staging, safety, punch list, etc.



## Appendix V (continued)

9. Project Documentation

Obtain and archive drawings, maps, manufacturer's literature, maintenance schedules, warranties, service agreements, special challenges or considerations, meeting minutes.

10. Project Completion and Reassignment

Develop matrix for delivery of completed project to user and/or owner

11. Ongoing Documentation

Each time a scheduled maintenance is performed, the work will be documented and digitally stored on a designated District server or cloud service. Here, the goal is to provide documentation that is succinct but complete, such that someone may review the document and have a very good idea about the serviceability of each piece of equipment's or each system.

12. Warranties and Service agreements

In some cases, maintenance and services will be achieved via warranties or service agreements. The District may choose to enter a service agreement while giving due consideration to the constraints imposed by the contractual relationships with its labor unions.

## Appendix VI

### PCCD Task Force Facilities and Equipment Condition Assessment Service Proposed Checklist (FCA)

Source: Dr. Sadiq B. Ikharo, Vice Chancellor for General Services, August 4, 2016

The establishment of an in-house Facilities and Maintenance Task Force to oversee the FCA aims to streamline M and O priorities. PC Priorities will be based, in part, on the District's Mission and Strategic Plan and Objectives. Any material impediments to educating students must be addressed and prioritized accordingly. Safety concerns that place humans in immediate danger must be addressed immediately.

The following is a checklist of considerations that can guide the PCCD Task Force:

1. Asset & Equipment Inventory:

- Model Number
- Serial Number
- Manufacturer

2. Location Mapping

- Campus
- Department
- Building
- Room Number or ID

3. Use or Purpose

- Owner (Department responsible for maintenance and upkeep)
- User

4. Equipment Condition Report (see factors below. Terminology may differ.)

- Deficient but serviceable (can be safely operated)
- Deficient and unserviceable (should not be operated at all or without special precautions and approval)
- Operational (works as designed/intended)
- At end of useful life (will need to be replaced)
- At end of useful life (catastrophic failure is imminent)

## Appendix VI (continued)

5. Prioritize Equipment Maintenance
6. Designate responsibility
7. Develop schedule and timelines

### **Estimating an Asset's Useful Life**

Manufacturers tend to provide estimates of the useful life of assets. The organization, based on its experience with the particular asset, or with similar assets, might revise the manufacturer's estimate. The District may also ask experts to estimate the useful life of an asset.

#### **a. Cost Estimation**

Some costs may be fixed by agreement. Other costs may be structured with an initial payment, and adjusted according to an agreed upon escalation rate.

Considerations include:

#### **b. Acquisition Costs**

1. Purchasing Research
2. Purchase price
3. Cost or value of floor space and/or land
4. Installation/Construction/Modernization
5. Risk management and Insurance
6. Taxes (e.g., sales, real estate, etc.)
7. Compliance with federal, state, city, and District requirements
8. Utilities (electricity, natural gas, renewable energy, water, waste management)

## Appendix VI (continued)

### c. Operation Costs

1. Personnel (security, engineering and maintenance, custodians, grounds, IT, management and supervisor time, employee union activities, community events, etc.)
2. Administrative Support (e.g., human resources, accounting)
3. Training (initial, refresher, certification)
4. Reengineering of business practices or operations
5. Commissioning and Testing
6. Environment, safety, and occupational health considerations
7. Information technology and communications (software, hardware (e.g., servers, cabling, Wi-Fi, computers, telephones, video conferencing, licensing, training, new hires, etc.)
8. Security (e.g., locks, ID card access, camera systems, radio systems, security personnel, uniforms, transportation, training, licensing)
9. Documentation and Data management (the cost of collecting, storing, and managing asset information)
10. Repairs
11. Downtime
12. Technical support
13. Maintenance and services (prescribed maintenance)
14. Upgrading/modernizing
15. Depreciation/amortization/depletion

## Appendix VI (continued)

### d. Disposal Costs

1. Research market value
2. Engage sales professional
3. Decommission
4. Demolition
5. Removal
6. Site regeneration

## Appendix VII

### FCI ASSESSMENT REPORT (BY COLLEGE)

#### Berkeley City College

California Community Colleges									
FUSION   Assessment Report									
5/13/2016									
FCI REPORT									
Peralta Community College District									
Page 1 of 3 pages									
Facility Name	Bldg #	Gross Area [Sq.Ft.]	Year Built	Last Renovation	Cost Model	Cost Per Sq. Ft.	Total Current Repair Cost	Replacement Value	FCI %
California Community Colleges									
Peralta Community College District							\$403,787,430	\$777,826,040	51.91%
<b>Berkeley City College</b>							\$0	\$85,260,760	0.00%
BERKELEY CITY COLLEGE	1	165,690	2006		CC Class MSnCP P&B	\$514.59	\$0	\$85,260,760	0.00%
TEACHING LEARNING ANNEX	2	25,374	1966						
College Of Alameda							\$100,382,873	\$159,936,946	62.76%
ADMIN-MED-DENTAL - A	1	34,084	1970		CC Lab MSnCP TW	\$572.54	\$12,134,150	\$19,515,135	62.18%
AERO TECH BLDG A	11	10,908	1969	1971	CC Trade Shop	\$284.59	\$3,832,466	\$3,104,199	123.46%
AERO TECH BLDG B	25	17,130	1979		CC Trade Shop	\$284.59	\$2,469,277	\$4,874,855	50.65%
AEROTECH SHED C	32	400	1969		CC SHED SF	\$84.06	\$46,898	\$33,624	139.48%
AUTO SHOP - B	2	30,176	1970	1989	CC Class 1SnCP TW	\$547.87	\$10,390,965	\$16,532,223	62.85%
BB CONCESSIONS/RR	28	1,228	2000		CC lockerroom Bldg.	\$653.94	\$0	\$803,038	0.00%
BB DUGOUT 1	29	440	2000		CC Concrete Dugout	\$161.20	\$0	\$70,928	0.00%
BB DUGOUT 2	30	440	2000		CC Concrete Dugout	\$161.20	\$0	\$70,928	0.00%
CHILDRENS CENTER	18	10,192	1976		CC Class 1SnCP WF	\$523.01	\$3,602,848	\$5,330,518	67.59%
CLASS ROOM - D	4	50,888	1970	1980	CC Class MSnCP TW	\$538.54	\$20,876,141	\$27,404,715	76.18%
DIESEL MECHANICS - E	26	11,850	1989		CC Class 1SnCP TW	\$547.87	\$787,379	\$6,492,141	12.13%
GROUPS MAINTENANCE	20	1,440	1976		CC SHED SF	\$84.06	\$109,437	\$121,046	90.41%
GYM - G	16	40,088	1975		CC Gym MSnCP TW	\$652.26	\$16,235,095	\$26,148,200	62.09%
LEARNING RES CTR - L	17	41,536	1977		CC Lib MSnCP SF	\$605.34	\$15,575,750	\$25,144,233	61.95%
LIFE SCIENCE BOILER - C	3	20,991	1970		CC Class MSwCP TW	\$489.27	\$6,076,032	\$10,269,847	59.16%
PHYS ED STORAGE	21	1,491	1976		CC SHED SF	\$84.06	\$113,313	\$125,333	90.41%
PRESSBOX	27	192	2004		CC Metal Press Box	\$82.91	\$0	\$15,921	0.00%
SOCCER FIELD RESTROOMS	31	820	1994		CC Restroom Bldg.	\$544.25	\$12,188	\$446,285	2.73%
STUDENT UNION - F	5	22,762	1970	1998	CC SC MSnCP TW	\$589.90	\$8,120,935	\$13,427,304	60.48%
TENNIS SUPPLY B	24	77	1976		CC SHED SF	\$84.06	\$0	\$6,473	0.00%

## Appendix VII (continued)

### Berkeley City College (continued)

Facility Name	Bldg #	Gross Area (Sq.Ft.)	Year Built	Last Renovation	Cost Model	Cost Per Sq. Ft.	Total Current Repair Cost	Replacement Value	FCI %
California Community Colleges									
Peralta Community College District									
Berkeley City College							\$0	\$85,260,760	0.00%
BERKELEY CITY COLLEGE	1	165,660	2006		CC Class MSnCP P&B	\$514.59	\$0	\$85,260,760	0.00%
TEACHING LEARNING ANNEX	2	25,374	1966						

## Appendix VII (continued)

College of Alameda

Facility Name	Bldg #	Gross Area (Sq.Ft.)	Year Built	Last Renovation	Cost Model	Cost Per Sq. Ft.	Total Current Repair Cost	Replacement Value	FCI %
California Community Colleges									
Peralla Community College District									
<b>College Of Alameda</b>							\$100,382,873	\$159,936,946	62.76%
ADMIN-MED-DENTAL - A	1	34,084	1970		CC Lab MSnCP TW	\$572.54	\$12,134,150	\$19,515,135	62.18%
AERO TECH BLDG A	11	10,908	1969	1971	CC Trade Shop	\$284.59	\$3,832,466	\$3,104,199	123.46%
AERO TECH BLDG B	25	17,130	1979		CC Trade Shop	\$284.59	\$2,469,277	\$4,874,855	50.65%
AEROTECH SHED C	32	400	1969		CC SHED SF	\$84.06	\$46,898	\$33,624	139.48%
AUTO SHOP - B	2	30,176	1970	1989	CC Class 1SnCP TW	\$547.87	\$10,390,965	\$16,532,223	62.85%
BB CONCESSIONS/RR	28	1,228	2000		CC lockerroom Bldg.	\$653.94	\$0	\$803,038	0.00%
BB DUGOUT 1	29	440	2000		CC Concrete Dugout	\$161.20	\$0	\$70,928	0.00%
BB DUGOUT 2	30	440	2000		CC Concrete Dugout	\$161.20	\$0	\$70,928	0.00%
CHILDRENS CENTER	18	10,192	1976		CC Class 1SnCP WF	\$523.01	\$3,602,848	\$5,330,518	67.59%
CLASS ROOM - D	4	50,888	1970	1980	CC Class MSnCP TW	\$538.54	\$20,876,141	\$27,404,715	76.18%
DIESEL MECHANICS - E	26	11,850	1989		CC Class 1SnCP TW	\$547.87	\$787,379	\$6,492,141	12.13%
GROUNDS MAINTENANCE	20	1,440	1976		CC SHED SF	\$84.06	\$109,437	\$121,046	90.41%
GYM - G	16	40,088	1975		CC Gym MSnCP TW	\$652.26	\$16,235,095	\$26,148,200	62.09%
LEARNING RES CTR - L	17	41,536	1977		CC Lib MSnCP SF	\$605.34	\$15,575,750	\$25,144,233	61.95%
LIFE SCIENCE BOILER - C	3	20,991	1970		CC Class MSwCP TW	\$489.27	\$6,076,032	\$10,269,847	59.16%
PHYS ED STORAGE	21	1,491	1976		CC SHED SF	\$84.06	\$113,313	\$125,333	90.41%
PRESSBOX	27	192	2004		CC Metal Press Box	\$82.91	\$0	\$15,921	0.00%
SOCCER FIELD RESTROOMS	31	820	1994		CC Restroom Bldg.	\$544.25	\$12,188	\$446,285	2.73%
STUDENT UNION - F	5	22,762	1970	1998	CC SC MSnCP TW	\$589.90	\$8,120,935	\$13,427,304	60.48%
TENNIS SUPPLY B	24	77	1976		CC SHED SF	\$84.06	\$0	\$6,473	0.00%



## Appendix VII (continued)

### Laney College

California Community Colleges      FUSION   Assessment Report      5/18/2016 <b>FCI REPORT</b> Laney College      Page 1 of 1 pages									
Facility Name	Bldg #	Gross Area (Sq.Ft.)	Year Built	Last Renovation	Cost Model	Cost Per Sq. Ft.	Total Current Repair Cost	Replacement Value	FCI %
California Community Colleges									
Peralta Community College District									
Laney College							\$162,023,758	\$263,856,049	57.08%
ADMINISTRATION TOWER	1	53,988	1971		CC Admin 1SwCP TW	\$509.40	\$16,549,897	\$27,502,027	60.18%
ART BUILDING	17	21,561	2006		CC Lab 1SwCP SF	\$593.21	\$0	\$12,790,632	0.00%
ATHLETIC FIELD HOUSE	21	17,623	2011		CC Class MSnCP P&B	\$514.59	\$0	\$9,068,443	0.00%
ATHLETIC FIELD RESTROOMS	22	800	2004		CC Restroom Bldg.	\$544.25	\$0	\$435,400	0.00%
BUILDING A	2	66,980	1971	1979	CC Class MSwCP TW	\$489.27	\$21,088,663	\$32,769,965	64.35%
BUILDING B	3	43,002	1971		CC Class MSwCP TW	\$489.27	\$14,012,506	\$21,038,729	66.60%
BUILDING C	4	7,491	1971		CC Class MSwCP TW	\$489.27	\$2,167,335	\$3,664,972	59.14%
BUILDING D	5	9,592	1971		CC Class MSwCP TW	\$489.27	\$2,767,249	\$4,692,886	58.97%
BUILDING E	6	38,856	1971		CC Class MSwCP TW	\$489.27	\$10,831,496	\$19,010,298	56.98%
BUILDING F	7	38,090	1971	1979	CC Class MSwCP TW	\$489.27	\$11,049,552	\$18,635,533	59.29%
BUILDING G	8	60,754	1971		CC Class MSwCP TW	\$489.27	\$17,527,258	\$29,723,895	58.97%
CHILDRENS CENTER	16	8,569	1976		CC Modular WF	\$356.84	\$3,752,058	\$3,057,762	122.71%
CONCESSION STAND	18	356	1971	2004	CC Block Storage	\$275.90	\$14,164	\$98,220	14.42%
FOOTBALL PRESS BOX	20	2,750	1971	2004	CC Metal Press Box	\$82.91	\$183,623	\$228,030	80.53%
FORUM	9	6,466	1971		CC Class MSwCP TW	\$489.27	\$1,865,412	\$3,163,491	58.97%
GYMNASIUM	10	16,570	1971		CC Gym MSwCP TW	\$609.41	\$5,794,264	\$10,098,089	57.38%
LIBRARY	11	46,749	1971		CC Lib MSwCP SF	\$560.56	\$16,069,073	\$26,206,087	61.32%
LOCKER	13	18,100	1971		CC Gyn MSwCP TW	\$609.41	\$10,303,539	\$11,030,502	93.41%
STUDENT CENTER	12	49,935	1971		CC SC MSwCP TW	\$608.13	\$16,706,505	\$30,368,470	55.01%
THEATER	15	36,134	1975		CC Aud MSwCP SF	\$561.03	\$11,341,164	\$20,272,619	55.94%

## Appendix VIII

### ROOFING REPLACEMENT INFORMATION FOR COA, LANEY AND MERRITT

#### Laney College Roofing Information\*

Building Identification	Date of Original Construction	Date of Last Replacement or Restoration	Warranty Term Remaining	Structural Roof Substrate Type	Roof System Type	Replacement Budget
Building A	1968	2006 Restoration	2 Years	Gypsum	Gravel Surfaced Built -Up	\$340,950
Building B	1968	1994 Replacement	Expired	Gypsum	Gravel Surfaced Built -Up	\$298,240
Building E	1968	1994 Replacement	Expired	Gypsum	Gravel Surfaced Built -Up	\$298,100
Building F	1968	1994 Replacement	Expired	Gypsum	Gravel Surfaced Built -Up	\$249,600
Forum	1968	1994 Replacement	Expired	Concrete	Gravel Surfaced Built -Up	\$107,100
Gym	1968	2009 Restoration	5 Years	Concrete	White gravel surfaced Built-up	\$192,800
Student Center	1968	1995 Replacement	Expired	Concrete	Gravel Surfaced Built -Up	\$198,200
Theater	1968	1995 Replacement	Expired	Concrete	Gravel Surfaced Built -Up	\$192,700
GSA Warehouse		2007 Restoration	3 Years	Wood	Modified Bitumen Built-Up	\$680,000
DAO		1995 Replacement	Expired	Wood	Gravel Surfaced Built-Up	\$422,000
Grounds		1995 Replacement	Expired	Concrete	Granule Surfaced Built-Up	\$40,000
Conroy Bldg A& R	1950	1995 Replacement	Expired	Wood	Modified Bitumen Built-Up	\$122,000
<b>Total</b>						<b>\$3,141,690</b>

#### COLLEGE of ALAMEDA Roofing Information\*

Building Identification	Date of Original Construction	Date of Last Replacement or Restoration	Warranty Term Remaining	Structural Roof Substrate Type	Roof System Type	Replacement Budget
Building D	1970	1999 Replacement	Expired	Concrete	Gravel surfaced Built-up	\$158,000
Building F	1970	1995 Replacement	Expired	Concrete	Gravel surfaced Built-up	\$209,450
Child Care	1976	1995 Replacement	Expired	Wood	Gravel surfaced Built-up	\$219,000
Alameda Air Bldg B	1969	1989 Replacement	Expired	Wood	Granule surfaced Built -up	
<b>Total</b>						<b>\$586,450</b>

#### CAMPUS – MERRITT COLLEGE Roofing Information\*

Building Identification	Date of Original Construction	Date of Last Replacement or Restoration	Warranty Term Remaining	Structural Roof Substrate Type	Roof System Type	Replacement Budget
Building A	1971	1994 Replacement	Expired	Concrete	Gravel surfaced Built -up	\$606,100
Building F	1971	1995 Replacement	Expired	Concrete	Gravel surfaced Built-up	\$212,400
Building R	1971	2007 Restoration	5 Years	Lightweight	Gravel surfaced Built-up	\$587,600
Building P	1971	2007 Restoration	5 Years	Concrete	Gravel surfaced Built-up	\$349,400
Child Care	1976	1995 Replacement	Expired	Wood	Gravel surfaced Built-up	\$217,600
Horticulture	1979		Expired	Wood	Gravel surfaced Built-up	\$204,600
<b>Total</b>						<b>\$2,177,700</b>

**Total District 5 Year Needs                    \$5,905,840**