



Facilities Solutions

How to Get Projects Done

Work Order

- Call Building Services for Help @ (714) 796-9075
- Examples: Repair broken door; repaint peeling wall
- Site responsible for funding: **NO**
- Time Frame: Shortest (ASAP to several weeks)

LEARN MORE ON PAGE 2

Facilities Enhancement Request (FER)

- Call Facilities Planning for Help @ (714) 480-5349
- Examples: Add/remove room wall; install marquee
- Site responsible for funding: **YES**
- Time Frame: Longer (several months)

LEARN MORE ON PAGE 3

Measure I

- Req's approvals by Board & Div. of State Architect
- Examples: Shade structure, modernization, parking
- Funding may be subject to State match
- Time Frame: Longest

LEARN MORE ONLINE



LEGAL COMPLIANCE:

All **upgrades** must go through the Facilities Dept. to ensure compliance with:

- | | | |
|-------------------------------------|-------------------------|-------------------|
| • Asbestos & Lead Abatement | • Labor Code | • Board Policy |
| • Public Contract Code & Bid Limits | • Collective Bargaining | • Cabinet Review |
| • State Architect Plan Review | • License & Insurance | • Purchase Orders |
| • ADA | • Cal OSHA | • City Ordinances |

The process is IMPORTANT!

HOW IS A FACILITIES ENHANCEMENT DIFFERENT FROM A WORK ORDER?

- Work Orders address maintenance of existing facilities components, while Facilities Enhancement Requests are used to propose building modifications beyond day-to-day custodial or maintenance staff work.
- Repair Requests are submitted to Building Services via a Work Order.
- Facilities Enhancement Requests are submitted to Facilities via the Facilities Enhancement Request Form.

Example:

Paint the exterior of the school with accent colors - - - - - Facilities Enhancement Request
 to create a more welcoming entrance

Vs. Re-paint the faded paint in the staff lounge - - - - - Work Order

Maintenance Work Orders that qualify as work orders are submitted through School Dude via a button on the Staff Portal:

**BUILDING SERVICES
WORK ORDER REQUEST**

Common Work Orders that should instead be submitted as Facilities Enhancements:

- Adding electrical outlets or data drops
- Adding air conditioning to a space
- Installing Security Camera system
- Adding: Gates, Fencing, and outdoor lighting

Room Temperature

- Why is my room so hot/cold? Per Board Policy, the District’s temperature set-point is 74 degrees. If the equipment is not properly working, please ask your custodian to submit a Work Order.
- Does it help cool down the room to open the doors/windows? No, in fact, this is counter-productive.

Student Drop-off Changes

- Can I make changes to improve my student drop-off? A request must be made through Facilities due to CDE & ADA design requirements.

Emergencies

- Do I submit a WO in an emergency situation, i.e. flooding? First call (714) 796-9075, to report your emergency, then follow-up with a work order.

The following would be an emergency request:

- Flooding / Fire / Earthquake damage
- Unsecured buildings
- Broken water main
- Gas leaks
- Sewer stoppages
- Hazards to life or limb

During heavy rains or other flood issues, have plant custodian check every room and report the severity.

When in doubt of an emergency situation status, call Bldg Services between 6:00 am -4:30 pm.

Recycling Programs

- Does the District have a recycling program? Yes, all trash is taken to an off-site facility where the recyclables are sorted out.
- Can my school operate its own recycling program? Yes, however, you are responsible for its operation in compliance with District fundraising and sanitation standards.

Facilitron

contact Mary Binnering at Building Services—ext. 79079

WHY DO I HAVE TO PUT SCHOOL EVENTS INTO FACILITRON?

- To ensure the space is not double-booked. The District is required by law to make its facilities available to the public. If you don’t put your school events into Facilitron, an outside event may be scheduled in your place.
- To secure air conditioning for your event
- To ensure outside groups have the proper insurance
- To ensure the District is reimbursed for any custodial, DSO, School Police, or damage costs.

VOLUNTEER & DONATION PROJECTS

- Volunteer groups and events must also be submitted in Facilitron
- Group is required to reimburse the District for air conditioning and custodial time.
- Group activities restricted to trash pick-up, picking weeds, gum scraping, etc. due to labor union restrictions. Painting is not allowed, except murals or items of an artistic nature (see “Murals” on Page 3).
- Donated structures (e.g. play structures, benches) must go through Facilities for Board acceptance and structural/ labor review.

Good News

Santa Ana USD partners with an online facility rental system called Facilitron, designed to make the facility use request process easy and efficient. Renters can access photos and descriptions of facilities, see real-time availability, get estimated quotes and pay online.

You can view and request all of SAUSD facilities via website:



If you need any assistance setting up an account and/or in submitting a facility use request, you can contact Facilitron directly at support@facilitron.com, or by calling them at 800-272-2962 ext 1.

Construction/Modernization

Measure 1

- Why did other schools get a construction project and not mine? Can my enhancement be funded by Measure 1? No. Despite passage of a \$232 million bond in November, only \$50million is available now to fund \$2.3 billion in planned projects. This funding has been prioritized to projects that leverage additional funds from the State.

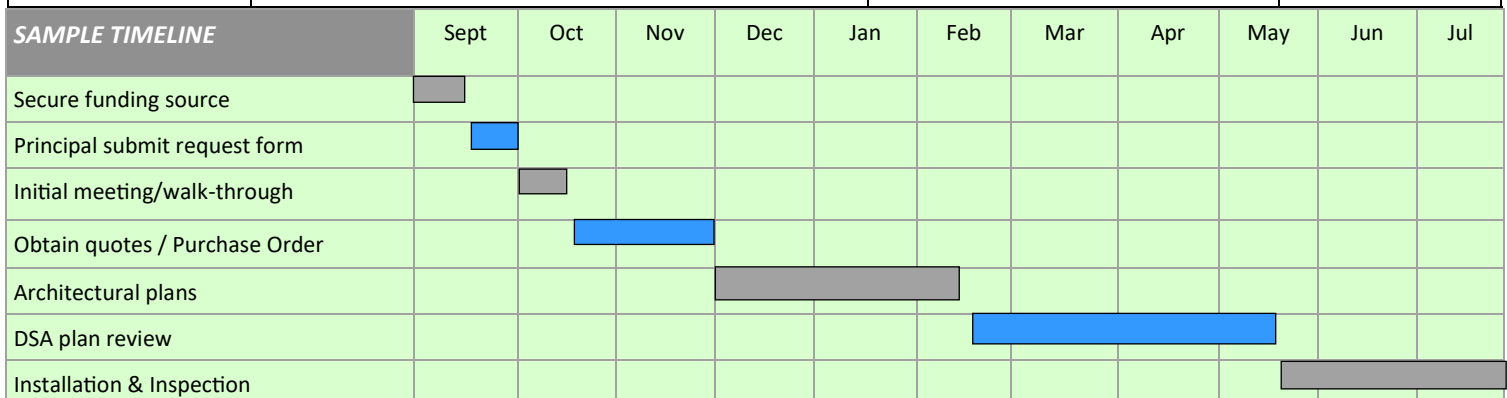
- When will a major construction project begin at my site? Facilities Staff monitor and apply for State funding and other sources needed to begin a project. The State has time-based formulas for funding eligibility. Thus, projects are expected to be spread out over the 10-15 year life of Measure 1.

Facilities Enhancement Request

FER Process

1. Determine if you have sufficient funds for your project. See costs of *Common Projects* below. (Please contact the Budget Department if you have questions regarding appropriate funding accounts)
2. If you intend to use site funds by April 2020, FER must be submitted by October 30th, 2019. Requests after October 30 will be implemented as time permits (note anticipated project timeframes for *Common Projects* below). Appropriate **diagrams** and **photos** must be submitted with the FER Form, which is available at www.sausd.us/Page/35154. Please email the completed **form** and **attachments** to Kathleen.Gil@sausd.us.
3. Facilities staff will schedule a walk-through with the principal, if needed, to review the project objectives and details.
4. Facilities staff will coordinate with the appropriate contractor and/or department (Bldg. Services, Purchasing, TIS).
5. Upon FER approval the school will create the Purchase Requisition(s). It is the schools responsibility to contact the Facilities Planning Dept. once a PO is received. Planning Dept. will coordinate and supervise the work.

COMMON PROJECTS	ESTIMATED COST *Depending on existing conditions	PROJECT REQUIREMENTS (Verified to approve FER)	ESTIMATED TIME (after FER/PO)
Electronic Marquee	\$50,000 Mounted OR \$80,000 Freestanding		4-8 months
Shade Structure	\$50,000 TO \$200,000 *	No Fabric structures (Does not meet LCAP goals due to deterioration)	8 months
Library Makeover or Makerspace	\$30K--\$120K furniture/equip. \$10K-\$30K lighting / electrical	PLUS costs of Carpet, Paint, SmartTV below	5 months
Admin. Office Reconfiguration	\$13,000 furniture/equip. \$10,000—\$30,000 lighting / electrical	PLUS costs of Carpet, Paint, SmartTV below	5 months
Add One Wall (incl. cubicle half wall)	\$15,000—\$150,000 * OR cubicle walls \$800 per 3' panel	Only if air conditioning & fire code or DSA allows for it	4 months
Window Replacement	Average replacement \$850	For standard window no glaze or color	2-4 weeks
Demolish One Wall	\$13,000—150,000 *	Only allowed if non-structural	3 months
Accent Wall Color / Paint	\$6,000 accent paint for 4 walls OR \$50 (per linear foot)	Allowed in common areas only. See Pg. 4 for color options	3 weeks
Carpeting	\$10,000 per room to \$35,000 for larger spaces *		6 weeks
SmartTV	\$8,000 for 70" + \$3,500 per TV for install/power/data		6 weeks
Fencing	\$100 per linear foot (black 1" mesh chain link) \$150 per linear foot (wrought iron)	Site map to indicate location; aligned w/ Safety & Security Report	6-10 weeks
Storage/Tuff Shed	\$3,500 for 8'x12' Tuff Shed	Requires cabinet approval	4-6 weeks
Murals	Approximately \$1,000 per mural wall, or donated by mural artist / philanthropic organization	Color rendering, dimensions, and photos of proposed location	4-6 weeks
Volunteer Project	\$89/hr for custodial & air conditioning paid by group	See Facilitron on Page 3	3 weeks



5 Standard *Accent Colors* for Common Areas



Cool Colors

Calming /
Good for
meeting
spaces and
main office

Warm Colors

Good for group
work spaces

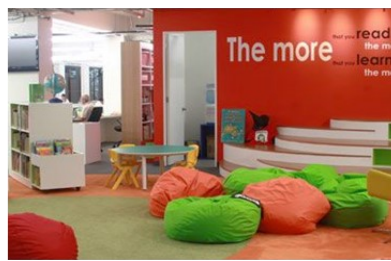
DISTRICT STANDARDS:

As stewards of taxpayers dollars, it is critical that we operate efficiently. By having standard paint colors and carpet, for example, the District can purchase in bulk, stock certain products, and respond quickly to repair and replacement needs.

A school site or department can deviate from District Standards, contingent upon the following:

- 1) The school or department will pay for the project/item installation cost
- 2) The project/item must be submitted through the *Facilities Enhancement Request* process
- 3) If/when the item needs to be replaced, the school's discretionary fund will be used to cover the cost

Color can also be achieved through furniture



Not for individual classrooms or offices at this time. Accent walls are for common areas only, such as the front office, library, or makerspace. All other walls will remain District Standard. An average 20-foot wall costs approx. \$1,000. Please submit a *Facilities Enhancement Request Form* via the process on Page 3.

Contact Us

Facilities &
Governmental
Relations

<p>Orin Williams Assistant Superintendent (714) 480-5356 Orin.Williams@sausd.us</p>	<p>Joe Castillo Director of Building Services (714) 796-9076 Joe.Castillo@sausd.us</p>
<p>Jeremy Cogan Director of Facilities Planning (714) 480-5349 Jeremy.Cogan@sausd.us</p>	<p>Andy Putney Director of Construction (714) 480-5356 Andy.Putney@sausd.us</p>

The Importance of Entering Schedules

Entering EVERY activity taking place across campus into our facility management system allows the district to track how school facilities are used and to coordinate security and other support services. Your cooperation is needed and required - be a part of the team!

This infographic helps explain the reasons why scheduling all activities in the management system is important.

01 Safety & Security

In cases of emergency, security officials must know exactly who is where on campus at all times to help keep everyone safe.



02 Support Services

Custodians and maintenance staff need to know who is using which facilities so they know when to open, to close, to clean up, etc.



03 Fiscal Responsibility

Gifting public funds by allowing groups to use school facilities without charge is illegal. Groups must cover the costs of using school facilities as mandated by law.



04 No Schedule Conflicts

Entering scheduled activities can avoid double-booking conflicts - which create a bad experience for everyone involved.



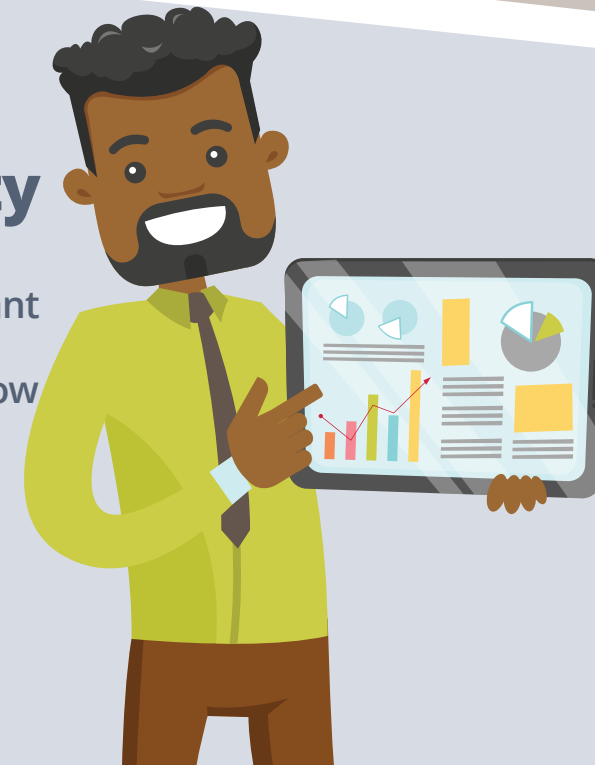
05 Reduce School Liability

Community groups are required to have insurance to use school facilities. Non-profit groups must also be verified before receiving special rates. Failing to treat groups equally can lead to disputes and even litigation.



06 Data Integrity

A facility management system collects important data about how district facilities are used to allow the district to make informed decisions on facility use. Incomplete data complicates the process.



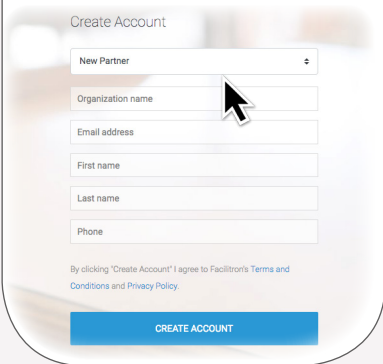
Requesting a facility is easy. Simply search by facility or activity type and browse the search results. Create a reservation request with dates and times, then checkout. Fill out the application, payment info and submit.

Fees presented during checkout are calculated per the Facility Owner Organization's policy for the particular rate schedule, time and date of a request. These estimates may include services not specifically requested (but required) - such as custodial or utilities. All fees are reviewed by the Facility Owner Organizations at the time of approval and can be changed by the facility administrator. Adjustments will be reflected at the time of approval.

1

Create Account

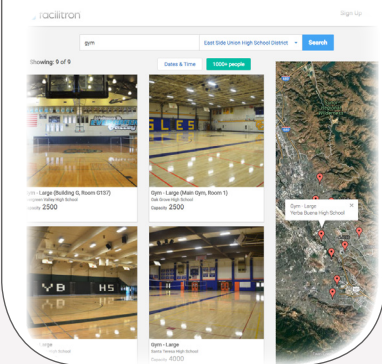
Create an account at Facilitron (if you don't have one already) and verify it through an email sent to your email address.



2

Search Facilities

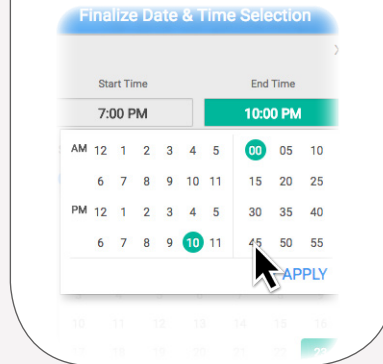
Enter facility or activity type and click "Search" to browse for available facilities. Click on a specific facility to view details.



3

Select and Add Times

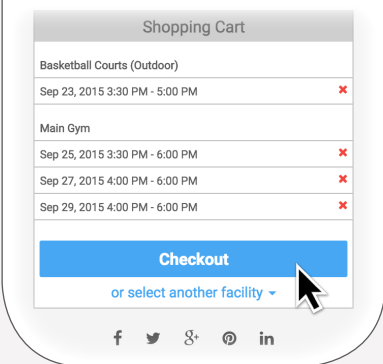
Browse options, then select a facility and choose time slots according to availability. Click "Add" to add event to your shopping cart.



4

Build Reservation

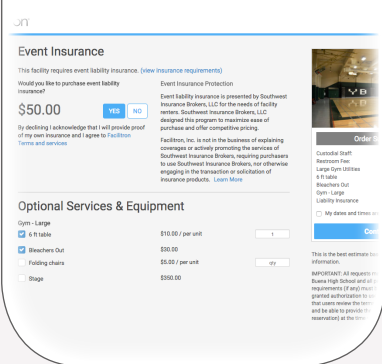
Continue to add other facilities or dates and times to build your reservation then proceed to checkout.



5

Complete Application

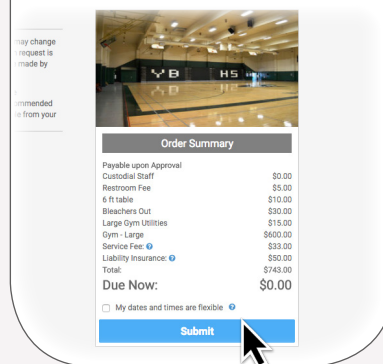
Answer questions about your event including insurance and additional services or equipment. Then agree to the terms and conditions.



6

Review and Submit

Review estimated charges, enter payment info (if due) and click "Submit." Your request is then submitted and awaiting approval.



Facilitron streamlines the process of submitting a facility use request and allows users to search facilities, view photos, pricing and availability online, submit insurance and make payments. Submitted requests must still be approved by facility administrators before a permit is issued and access to facilities is granted.