Facilities Solutions
How to Get Projects Done

Work Order
- Call Maintenance & Operations (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

Measure I
- Req's approvals by Board & Div. of State Architect
- Examples: Shade structure, modernization, parking
- Funding subject to Nov. 2018 Bond, State sources
- Time Frame: Longest

SEE PAGE 2

Facilities Enhancement Request (FER)
- Call Planning & Design for Help @ (714) 480-5349
- Examples: Add/remove room wall; install marquee
- Site responsible for determining funding source: **YES**
- Time Frame: Long (weeks to several months)

LEARN MORE ON PAGE 3
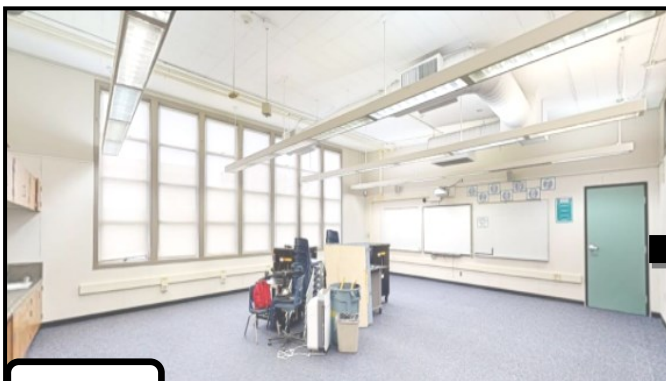
Before

After

LEGAL COMPLIANCE:

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

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

The process is IMPORTANT!

HOW is an FER different from a Work Order? *FAQs*

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.

Example:

- Paint the exterior of the school with accent colors ➡ FER to create a more welcoming entrance

- 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**

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.

The following would be an **emergency** request:

- Flooding / Fire / Earthquake damage
- Unsecured buildings/ gates
- 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 M&O between 7:00 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 Binninger at M & O — ext. 79079 / Quick Start Guide attached**

Measure I Construction/Modernization

- On November 6, 2018, the voters of the Santa Ana Unified School District approved Measure I, authorizing General Obligation Bonds (the "Bonds"). Measure I generates $232 million over the next 10-15 years to improve and build new classrooms and support facilities in the District.

- On December 11, 2018 the Board approved "shovel ready" projects such as: Carver P2P, Muir P2P, Modernization projects at 13 campuses (Carver, Century, Chavez, Davis, Garfield, Heninger, Kennedy, King, Pio Pico, SAHS, Villa, Walker, and Washington), Santa Ana HS CTE/Library renovation, Other CTE funds projects, Single Point of Entry at various sites, Saddleback Kitchen, and Heninger Music.
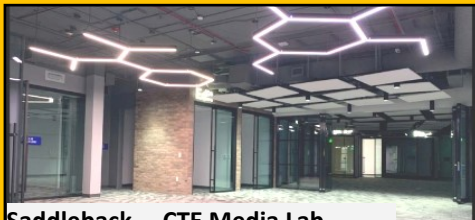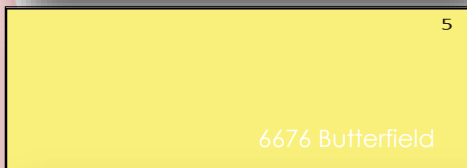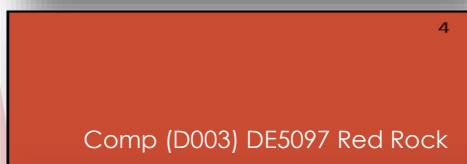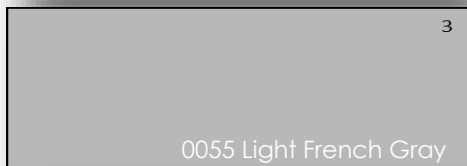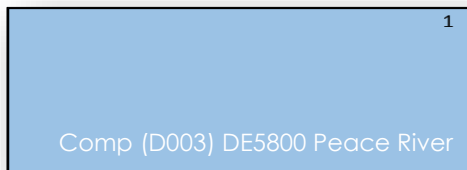
Saddleback— CTE Media Lab
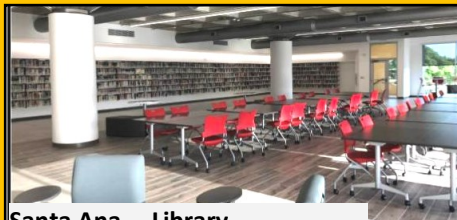
Santa Ana —Library
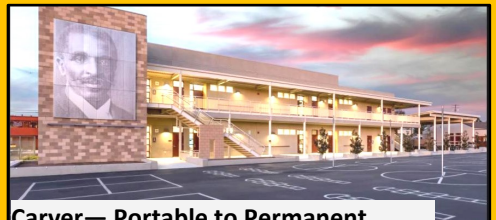
Carver— Portable to Permanent

Cost Menu & Schedule

COMMON PROJECTS	ESTIMATED COST *Depending on existing conditions	PROJECT REQUIREMENTS (Verified to approve FER)	ESTIMATED TIME (after FER/PO)
Accent Wall 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
Admin/ Office Remodel	$13,000 furniture/equip. $10,000—$30,000 lighting / electrical		5 months
Carpet	$15,000 per room to $35,000 for larger spaces* (new carpet $25 per square yard + cost for removal, and floor preparation) 4" rubber base 40ft $60 4" rubber install 40ft $80	Room to be cleared by custodial staff prior to installation	6 weeks
Viewsonic/ Samsung TV	56" = $5,500 / 98" = $9,500 Cart = $2,200 Mount for 39"- 80" up to 200lbs = $300 (No tilt/motion) Installation/power/data $3,500	If touchscreen it goes on a cart Mounted: monitor not to exceed 4" from wall including with mount. If so, furniture must be placed underneath to meet ADA	6 weeks
Electronic Marquee	$150,000 Mounted OR $180,000 Freestanding	Additional costs/DSA approval	12 – 24 months
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
Fraction Ball Court	$7,500 per court +	Depends on pavement condition	6-10 weeks
Library Makeover or Makerspace	$30K--$120K furniture/equip. $10K-$30K lighting / electrical	PLUS costs of Carpet, Paint, SmartTV below	5 months
Murals	Approximately $1,000 per mural wall, or donated by mural artist / philanthropic organization	Color rendering, dimensions, and photos of proposed location (Must be approved before painting)	4-6 weeks
Shade Structure	$160,000 TO $200,000*	No Fabric structures (Does not meet LCAP goals due to deterioration) - DSA approval	12 – 24 months
Storage Shed	$4,900 metal storage container Plastic or wooden sheds are not approved per State regulations	Must be minimum 20ft away from any building	2 weeks
Walking Track	$60,000—$200,000	Depends on existing condition	4-6 weeks
Walls Add/Remove	$10,000—$150,000* OR cubicle walls $800 per 3' panel (Ex: 4 offices using demountable wall system $110,000 CUPCCAA Informal Bid)	Only if air conditioning & fire code or DSA allows for it	4 months
Window Roller Shades	Average shade price and installation $500* depending on size (standard black)		2-4 weeks
Windscreen Fence	$7,000* depends on size		2-4 weeks

5 Standard *Accent Colors* for Common Areas

|	
1 Comp (D003) DE5800 Peace River	
2 DE6263 Pistachio Shell	**Cool Colors** Evoke relaxation and calm
3 0055 Light French Gray	
4 Comp (D003) DE5097 Red Rock	**Warm Colors** Breathe energy, positivity
5 6676 Butterfield	

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.
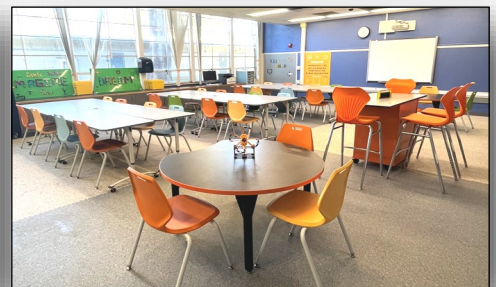
Accent walls are for common areas only, such as the front office, library, or makerspace. All other walls will remain District Standard. An average 20-foot wall costs approx. $1,000. Please submit a FER Form via the process on Page 3.

Contact Us

FACILITIES DIVISION

Ted Walstrom Assistant Superintendent (714) 480-5356	**Gabriel Camberos** Director of Maintenance & Operations (714) 796-9076 Gabriel.Camberos@sausd.us
Jeremy Cogan Director of Planning & Design (714) 480-5355 Jeremy.Cogan@sausd.us	**Dennis Chavez** Director of Construction (714) 480-5363 Dennis.Chavez@sausd.us

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.

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Requesting a Facility

Quick Start Guide

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.
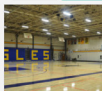
3 Select and Add Times

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.