

Proposition M – Palomar Community College District – School Improvements – Bond (11/07/06)

Staff Recommendation:

SUPPORT

Board Recommendation (9/29/06):

SUPPORT

Rationale:

This measure was supported for a number of reasons. First, this measure meets SDCTA’s criteria for education bond support. Secondly, the measure calls for the acquisition of the land that will be used for future development now, before the cost of land undoubtedly increases in the future. Third, the District has done its due diligence in projecting for long-term needs with a thoroughly developed rolling Master Plan. Lastly, the District will be able to benefit from matching state grants, effectively maximizing local revenues.

Background:

This is the first post-Proposition 39 bond proposal presented to voters by Palomar Community College District (PCCD) since its establishment in 1946.

Proposition M is based on the PCCD Facilities Master Plan 2022¹, the development guide created by the District in 2003 for meeting its projected educational facilities needs in 2022. By 2022, PCCD is projected to have an enrollment of 47,500 with more than half of that number (25,000) occupying the San Marcos Campus.² To meet this projected need, both in capacity and program diversity, PCCD has proposed a restructuring and modernization of its San Marcos Campus (**Appendix A & B**), a modernization of its Escondido Education Center, and the development of two new Education Centers in the north and South of the District.

The fully implemented Facilities Master Plan 2022 (FMP) shown in **Appendix C**, if it were to be fully implemented, would have a (revised) total inflation-adjusted³ cost of \$1.2 billion.⁴ Funding for the plan would include \$277 million in potential state matching funds, thus requiring more than \$900 million in local bond issuances. However, in order to meet a District established target tax rate of \$14.72 per \$100,000 of assessed valuation, PCCD determined that FMP was unattainable as originally conceived and has eliminated or scaled back some projects and moved portions of the maintenance costs from the Master Plan into the General Fund.⁵ The final projects list for Proposition M includes only the essential new construction, modernization, and maintenance items from the original plan.⁶

Population and Enrollment Predictions

PCCD undertook a study of growth in Palomar to determine: the probable enrollment rate for 2022; how growth will differ throughout the District; and where new facilities should be located to best serve the increase

¹ www.palomar.edu/masterplan

² PCCD Facilities Master Plan 2022, pg. 139

³ 15% annual compounded rate; 42-year Southern California average

⁴ August 30, 2006 email correspondence with Bonnie Dowd, Assistant Superintendent/VP of Finance and Administrative Services

⁵ August 30, 2006 email correspondence with Bonnie Dowd, Assistant Superintendent/VP of Finance and Administrative Services

⁶ August 30, 2006 email correspondence with Bonnie Dowd, Assistant Superintendent/VP of Finance and Administrative Services

in demand. In answering these questions and making their predictions, the District examined several factors: past enrollment trends, District adult population projections, participation rates, and student free-flow.⁷

- **Past Enrollment Trends**

As shown in Figure 1 below, PCCD enrollment rates indicate a growth trend over the long-term. During the most recent assessment period (1998-2002), the District experienced a 15% growth in enrollment.

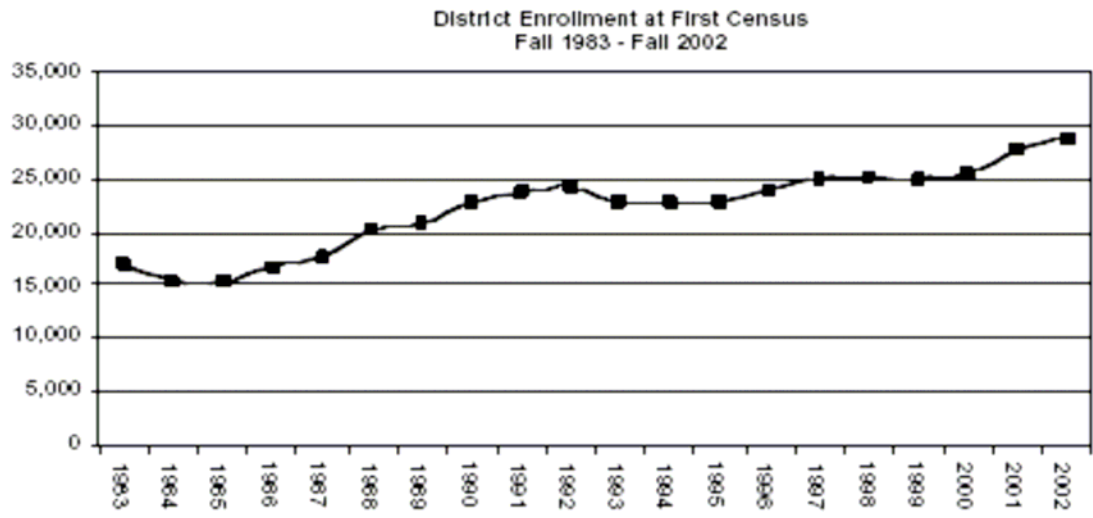


Figure 1

- **District Population Trend**

According to SANDAG estimates, the total population of PCCD increased 23.7% between 1990 and 2000 from 586,731 to 726,063 (Figure 2), with the highest growth rate being in the south and southeast areas. Additionally, the adult population growth paralleled the total population growth at 22%. Based on these trends SANDAG has predicted that PCCD will have a population of nearly 1 million by 2020 (Figure 3), dominated by an adult population of around 750,000 (a 40% increase from the present). In terms of dispersion, the specific areas that are predicted to grow the most are those in the north and east that are currently sparsely populated but likely to see migration over time due to a need for more affordable housing.⁸

⁷ Student free-flow refers to students in one district attending community college in another district. According to analysis done by PCCD, the District tends to have positive free-flow near the San Marcos campus and in the north, and a negative free-flow in the south.

⁸ PCCD Facilities Master Plan 2022, pg. 16

Palomar Community College District Population History

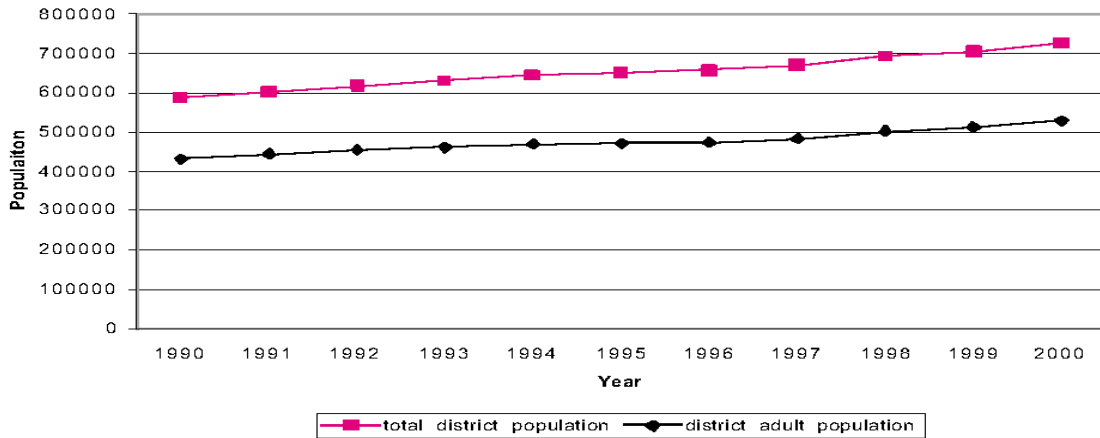


Figure 2

Palomar Community College District Population Projections

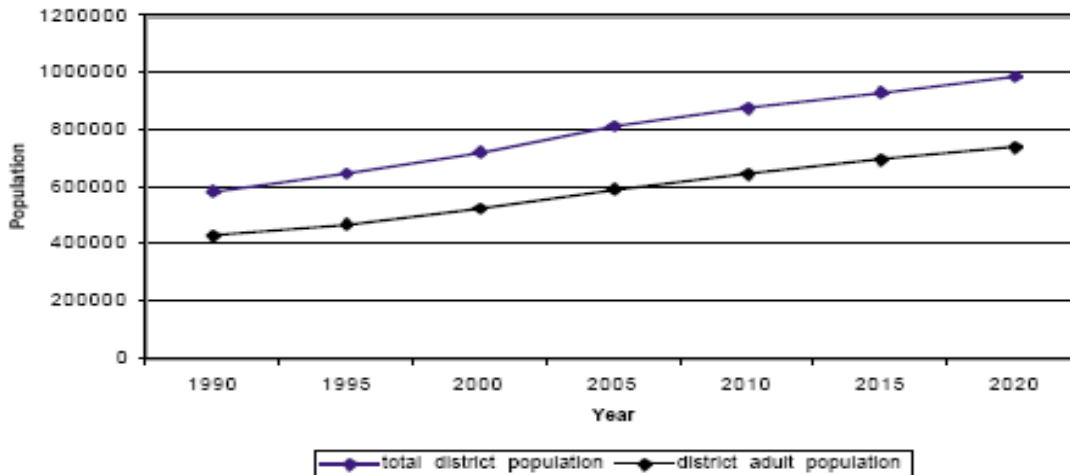


Figure 3

- **Participation Rates**

According to guidelines provided by the California Community Colleges Chancellor’s Office enrollment is dependent on the percentage of those adults who choose to attend a local Community College, in addition to the number of adults in a population. It defines a participation rate as the ratio of participating students per 1,000 adults of the total district population.⁹ This calculation counts all credited students as a single group without distinction between unit loads.¹⁰ Using this method allows a comparison of areas within a specific district and aids the determination of how well the whole of a

⁹ Facilities Planning Manual: Guide for Community Colleges, Projection of Enrollment and Annual Weekly Student Contact Hours for New Colleges and Education Centers. Pgs. G2-G3. California Community Colleges Chancellors Office website. http://www.cccco.edu/divisions/fiscal.old/facilities/refs/fac_pln_mnl_links/Appendix_G.PDF#search=CPECenrollment%20divided%20by%20

¹⁰ September 8, 2006 email correspondence with Channing Yong, Research and Planning Unit of CCCCO.

district is currently being served and how it might be better served. According to the FMP, the current credit participation rate for PCCD has been calculated as 47:1000. While admitting to the difficulty of accurately predicting the change in these rates over the next decade and a half, the District has made it a goal to raise this rate to 60:1000 by 2022. This target, coupled with the SANDAG population growth projection, results in PCCD to estimate a 50% increase in enrollment by 2022, to 47,500, as shown in Figure 4 below.¹¹

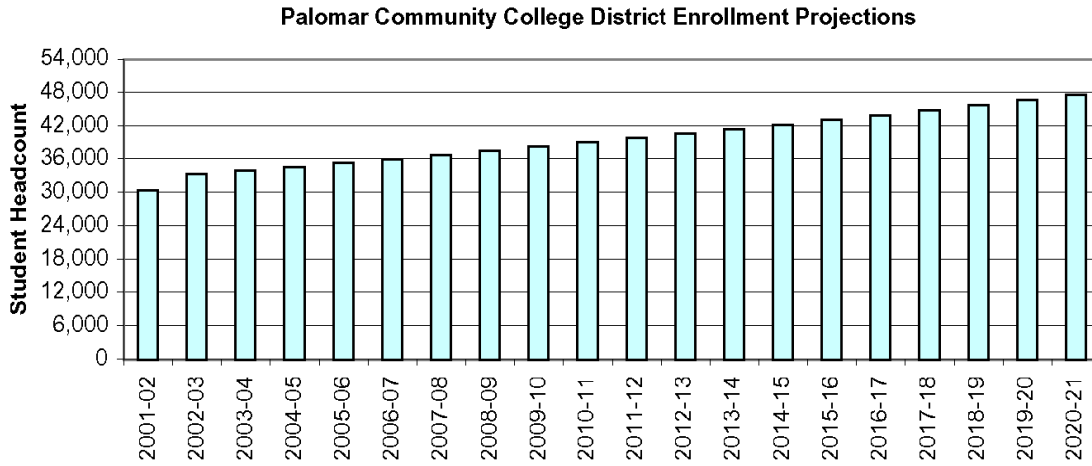


Figure 4

- **District Perspective**

PCCD has traditionally attempted to increase accessibility to its education facilities via satellite Education Centers as a way to reach areas with low enrollment rates. The District believes that developing large centers (such as the current Escondido Education Center) or full campuses is a more effective way to increase enrollment rates in those areas; particularly those with a high projected future population growth. With regard to the San Marcos Campus, while it is able to satisfy the significant enrollment growth it is currently experiencing, several factors such as limitations in instructional space and parking are cited as long-term obstacles to further expansion. The Facilities Master Plan 2022 suggests that the campus has already reached its capacity.¹²

Condition of Facilities

In terms of the overall condition of PCCD facilities, an assessment report of 60 facilities done in 2001 indicates that most District buildings are in considerably poor condition, as shown in the Facilities Assessment Report table **Appendix D**. Using the Facility Condition Index (FCI) with three categories—Good (0%-5%), Fair (6%-10%), Poor (10%+)—the examined PCCD facilities received an overall rating was 27.29%. This number included 13 buildings with a rating in excess of 50%. The report suggests that this is typical of buildings of similar age and function across the nation.¹³ Indeed, PCCD argues that the current state of its facilities is due primarily to sheer age as opposed to insufficient attention or poor management.

¹¹ PCCD Facilities Master Plan 2022, pg 17

¹² PCCD Facilities Master Plan 2022, pg 18

¹³ 3D/I Facilities Assessment Report. Full report summary available upon request.

Deferred Maintenance and Preventative Maintenance Program

According to PCCD representatives, deferred maintenance will not be funded with Proposition M bond proceeds. All deferred maintenance projects are funded out of the District General Fund. References within the project list to “repair” and “upgrade” are used in the context of bringing classrooms and other facilities up to code compliance, meeting ADA requirements, and providing modern and efficient learning and working environments.¹⁴

PCCD operates a Preventative Maintenance (PM) Program funded from the facilities repair and maintenance budgets of the District General Fund. Currently, preventative maintenance activities are carried out semi-annually during which inspections are done of all scheduled facilities and grounds areas. PCCD expects to expand this program to a quarterly system in the future.

To execute the program, first the total number of buildings is divided by the length of the PM schedule and a list of weekly checks is produced. Maintenance crews then carry out inspections according to the list, servicing and repairing as many items as possible. A record is kept of any items in need of major repair as well as of the items that were not completed due to time constraints. The department supervisors (Maintenance, Grounds, Custodial and EH&S) review the lists and perform spot inspections to insure that the staff is performing their assignments. Lastly, a list of the major repairs or replacement items is compiled and used for future scheduling and funding purposes.¹⁵ An example of the Preventative Maintenance Schedule is included in **Appendix E & F**.

Proposal:

The Palomar Community College District ballot measure proposal for the November 2006 election that reads as follows:

“To better prepare Palomar College students for university transfer and high demand jobs, shall Palomar Community College District repair/upgrade educational facilities, including classrooms for nursing, emergency medical and public safety careers, science and high-tech computer labs, outdated plumbing, ventilating, roofing, energy, electrical and safety systems, acquire sites and equipment, and construct new educational facilities, by issuing \$694 million in bonds, at legal rates, with citizen oversight, mandatory audits, and no proceeds used for administrative salaries?”

The revenue from the sale of the aforementioned bonds would be used to fund a series of projects for the San Marcos Campus and Escondido Center, as well as the acquisition of land in the north and south of the District for the construction of new Centers and possible future campuses. The San Marcos Campus would receive the bulk of the funding (75%), the new N/S Centers would receive \$200 million, or approximately 21% and the remaining funds (\$5.2 million), would go to the Escondido Center.¹⁶

¹⁴ September 6, 2006 email conversation with Bonnie Dowd, Assistant Superintendent/VP of Finance and Administrative Services

¹⁵ Information on PCCD facilities operations. Additional information to the attachment is available for review upon request.

¹⁶ Itemized numbers have been made available to the SDCTA on an internal office document only basis.

Palomar Bond Revenue Allocation Plan

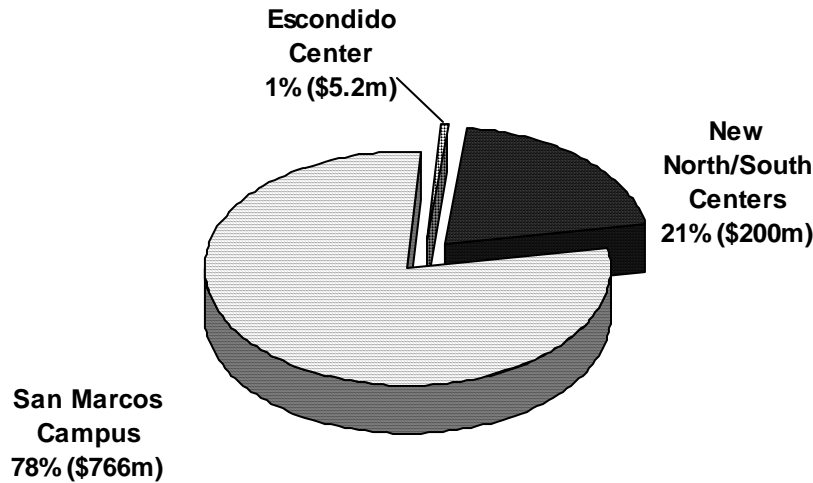


Figure 5

PALOMAR COMMUNITY COLLEGE DISTRICT Official Project List for 2006 Bond Measure Proposition M¹⁷

San Marcos Campus (\$766 million)

- Repair and renovate nursing and emergency medical career job training classrooms
- Provide science technology, instrumentation, furniture and equipment for the new Science Center
- Replace the 40-year-old astronomy lab, classrooms and planetarium with new science facilities
- Repair, renovate or replace deteriorated, outdated academic classrooms with new classrooms
- Replace aging portable classrooms with permanent academic, math and computer classrooms
- Repair and renovate existing job training classrooms and labs
- Replace the 45-year old Industrial Tech Center with new job training classrooms and labs
- Replace 40+-year-old classrooms with high tech digital arts, TV, communications, arts and music classrooms and labs for improved instruction
- Construct a new academic classroom and laboratory building.
- Upgrade electrical wiring, hardware, technology and telecommunications infrastructure
- Upgrade or replace old, deteriorated plumbing, mechanical, heating, and ventilating systems
- Improve energy efficiency to save money
- Upgrade fire safety, security, and emergency communications systems
- Improve or replace inefficient indoor lighting and outdoor security lighting
- Repair aging roofs
- Construct a new, expanded Learning Resource Center/Library and renovate the existing library to house student support facilities
- Renovate faculty workrooms and offices
- Make Americans with Disabilities Act required improvements
- Replace portable Child Development Center facilities with permanent facilities

¹⁷ Provided by Bonnie Dowd, August 31, 2006.

- Provide safety, ergonomic, instructional and lab equipment for classrooms, labs and work spaces
- Renovate and expand Brubeck Educational Theatre and fine arts instructional classrooms
- Repair or replace and consolidate existing student support and administrative facilities, including replacing a 48-year old student support and community center facility.
- Replace and consolidate 32 – 55 year-old maintenance and operations facilities
- Fund land acquisition to accommodate growth at the San Marcos Campus
- Renovate existing 50-year old building to house the Campus Police department
- Replace, relocate and reconfigure physical education facilities for improved safety
- Add or improve walkways, internal roadways and parking lots for improved safety

Escondido Center (\$5.2 million)

- Repair and renovate deteriorated academic classrooms and labs
- Upgrade or replace old, deteriorated plumbing, mechanical, heating, and ventilating systems
- Improving energy efficiency to save money
- Upgrade electrical wiring, hardware, and technology infrastructure
- Provide seismic and structural building improvements for earthquake safety
- Provide safety, ergonomic, instructional and lab equipment for classrooms, and labs
- Upgrade inefficient indoor lighting and outdoor security lighting

New Education Centers (\$200 million)

- Fund land acquisition (\$100 million) and construction for Phase 1 of two new Education Centers (academic classrooms and laboratories) for the northern and southern areas of the District.

State Funding:

Based upon the set of specific criteria established by the California Community Colleges Board of Governors and implemented by the Chancellor's Office (CCCCO), PCCD has been designated a high priority for state funding with a potential appropriation of \$277 million. These criteria allow the prioritization of projects based on immediate need (health and safety concerns), and provide a point system of quantitative measures for determining district eligibility from enrollment growth statistics, existing space to enrollment ratios, the effectiveness of projects in meeting enrollment expansion needs, and the level of local bond contribution.

The funding application process proceeds in two phases: the Initial Project Proposal (IPP) and Final Project Proposal (FPP). The IPP phase includes the initial project proposal submission as well as a yearlong review process by CCCCCO to determine whether or not a district meets the necessary criteria for funding. During the review process, points based on the aforementioned system are assigned and comparisons are done between districts for the purpose of prioritizing. The FPP phase includes the submission of actual schematics and additional eligibility points are awarded (if necessary) to districts according to their projected access to local bond funding.

Currently, PCCD has received funding approval for three San Marcos projects: a science building (under construction), a multidisciplinary building, and a library. The funding eligibility of these projects did not require points based on PCCD's local funding contribution level. However, PCCD has exhausted this advantage and the five projects submitted for the IPP phase in July 2006 will be subject to the local bond funding contribution requirement.

Independent Citizens' Oversight Committee:

The bond measure states that an Independent Citizens' Oversight Committee (ICOC) will be created and must include among others, a representative of a bona fide taxpayers association, a business organization and a

senior citizens organization. It also requires that a majority of members include knowledgeable professionals in the fields of large-scale construction, public finance, agency/entity budgeting, and project management to ensure that the funds are spent as promised.

SDCTA provided input on the draft ICOC bylaws, which is scheduled to be approved by the District on September 26.

Fiscal Effect and Bond Issuance Specifics:

The \$694 million proposal will be the cumulative revenue from a series of up to 6 bond issuances, each having a maturation of no more than 30 years. Beginning in 2007, the issuances will take place over the next 13 years with the final issuance anticipated for fiscal year 2020. This measure would require residents to pay an additional \$14.72 per \$100,000 of assessed property.¹⁸

The specific dates of issuance would be determined by several factors including:

- Speed of project progression (how quickly projects are completed and thereby the monies are spent)
- Timeframes for state matching funds availability
- Interest rates
- Size of the District tax base and the impact of North County community growth

Arguments of the Proponents:

- Proposition M will provide funds to MAINTAIN and MODERNIZE deteriorated Palomar College facilities and add classrooms and instructional facilities.
- Most of Palomar's buildings are over 50 years old with deteriorated electrical, plumbing, lighting, heating ventilation, and security problems.
- Proposition M will improve and expand job training programs for some of our community's most critical professions including nurses, paramedics, police and firefighters.
- All Proposition M funds will stay in our community to benefit Palomar College. By law, every dollar must go into facility upgrades.
- Proposition M mandates accountability and controls through annual independent audits and monitoring by an Independent Citizens' Oversight Committee.
- Proposition M is enthusiastically supported by educators, public safety professionals, business and civic leaders, and citizens throughout our community.

Signors to the Arguments in support of Proposition M:

Kathleen Clyne – Registered Nurse/Nursing Professor

George L. Liggins, MPH, PhD – Scientist/Business Owner

Lori Holt Pfeiler – Mayor, City of Escondido

Gary Knight – President & CEO, San Diego North Economic Development Council

Arguments of the Opponents:

- The November ballot is awash with bonds and tax increases. Enough is enough! We don't have a revenue problem; we have a spending problem! The LAST thing we need to do is go deeper into debt for our community colleges. It's time for bureaucrats to better utilize the money that we ALREADY spend on education.

¹⁸ San Diego County Registrar of Voters – Tax Rate Statement for Proposition M (available for further review upon request)

- We taxpayers already spend quite a lot on community college education. If further funding is needed, then it should be the students and their families who foot the bill through higher tuition. There is no reason for community colleges to be so much cheaper than state colleges such as SDSU.
- Low-income students already can get relief from paying full tuition. But the rest should pay a more reasonable tuition to reflect the value of these courses.

Signors to the Arguments in opposition to Prop M:

Richard Rider – Chair, San Diego Tax Fighters

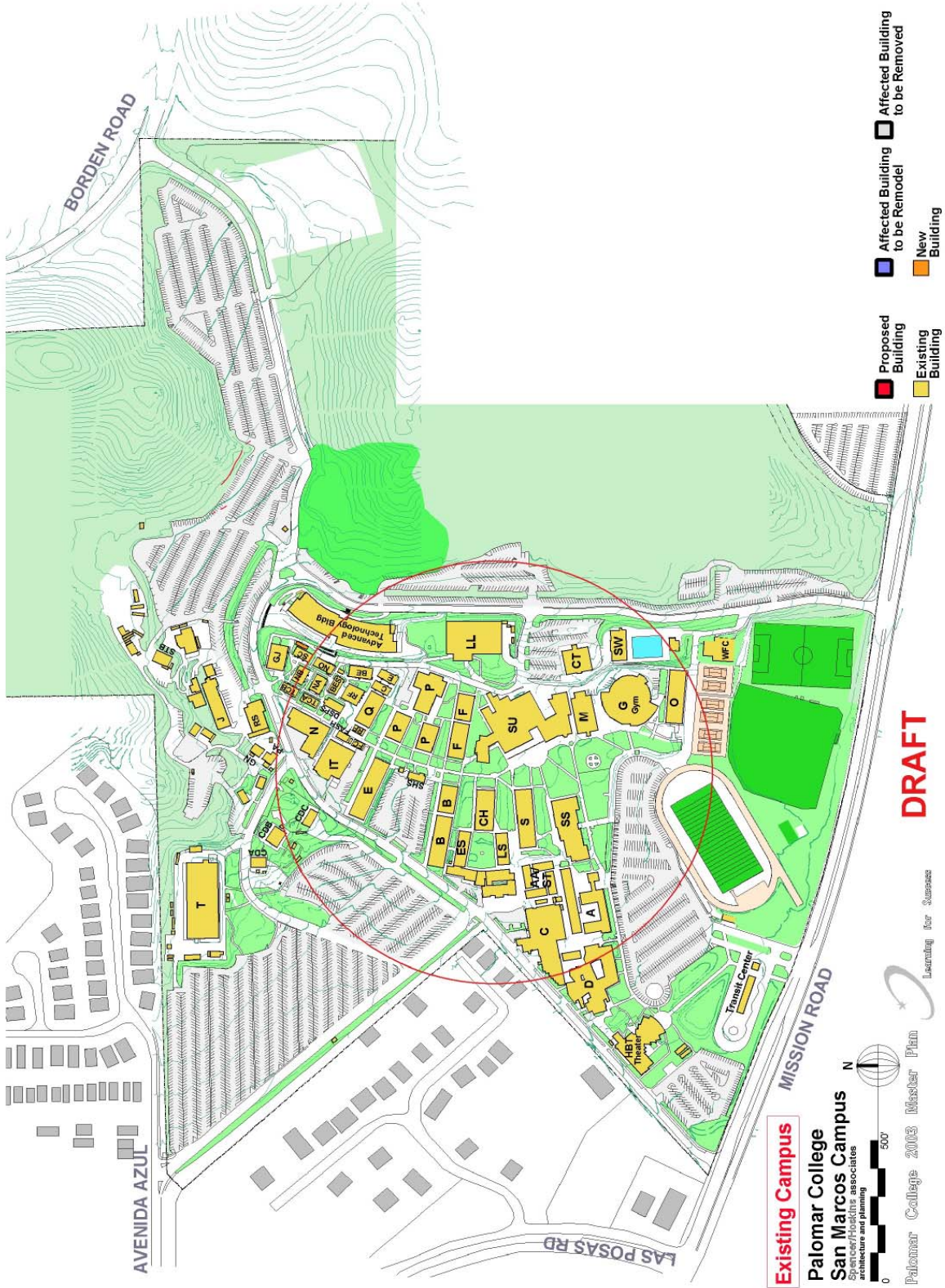
Richard G. Mills – Owner, Printing Business

Helen Janiec – Ramona Resident

Wayne R. Deeter – General Contractor (Retired)

ER

Appendix A



Appendix B



Appendix C

Palomar Community College District Master Plan 2022

Palomar Community College District 2022 Master Plan Projects					
PROJECT PRIORITY	PROJECT BIDDING YEAR	PROJECT DESCRIPTION	CCI 4100 ESTIMATED PROJECT COST FOR F.Y. 2005-2006 PER STATE COST GUIDELINES	ADJUSTED PROJECT COST WITH A 15% ANNUAL UNCOMPOUNDED INFLATION FACTOR	SOURCE OF FUNDING
1	2003	Group II Equipment for the High Technology Laboratory and Classroom Building	\$5,200,000	\$5,200,000	state & local
1-A	2004	Parking and Road Improvements - Phase 1	\$1,129,010	\$1,129,010	local
1-B	2004	New North/ South Center Land Acquisition & Site Infrastructure	\$100,000,000	\$100,000,000	local
1-C		Escondido Center Improvements	\$2,200,000	\$2,200,000	state & local
2	2005	S-Building Remodel	\$2,071,506	\$2,071,506	local
2-A	2006	Parking and Road Improvements - Phase 2	\$2,035,240	\$2,340,526	local
2-B	2006	Campus Loop Road and Entry Improvements	\$1,911,021	\$2,197,674	local
3	2007	Multimedia Lab/ Planetarium	\$4,078,462	\$5,302,001	local
4	2007	Multidisciplinary Building A	\$37,065,307	\$48,184,899	state & local
4-A	2008	New North/ South Center Phase One Facilities	\$30,551,000	\$44,298,950	state & local
5	2009	Library and Learning Resource Center	\$35,918,868	\$57,470,189	state & local
5-A	2009	Humanities/ Foreign Languages Building	\$23,772,569	\$38,036,110	state & local
6	2010	LL- Building Remodel	\$6,213,256	\$10,873,198	state & local
7	2011	SSC-Building Remodel/ Addition	\$8,753,955	\$16,632,515	state & local
8	2011	P-Building Remodel	\$2,510,628	\$4,770,193	state & local
9	2011	Child Development Center	\$3,739,806	\$7,105,631	state & local
9-A	2012	Parking and Road Improvements - Phase 3	\$1,129,010	\$2,314,471	local
9-B	2012	New North/ South Center Phase One Facilities	\$30,551,000	\$62,629,550	state & local
10	2013	Industrial Technology Center	\$10,336,429	\$22,740,144	state & local
11	2014	Multidisciplinary Building B	\$19,855,416	\$46,660,228	state & local
12	2015	Theater Addition	\$3,032,875	\$7,582,188	local
12-A	2015	Existing Theater Remodel	\$3,127,295	\$7,818,238	local
13	2016	Student Union Phase 2	\$13,611,936	\$36,071,630	local
14	2017	Maintenance and Operations Facilities	\$7,752,420	\$21,706,776	local
14-A	2018	Parking and Road Improvements - Phase 4	\$3,073,568	\$9,067,026	local
15	2018	Digital Arts & Communication Building	\$21,224,660	\$62,612,747	state & local
16	2019	Remodel Remainder of the Facilities	\$18,215,981	\$56,469,541	local
17	2019	Gymnasium and Physical Education Facilities	\$22,070,376	\$68,418,166	local
17-A	2019	50 Meter Swimming Pool			
17-B	2019	P.E. & Training Center			
18	2020	Remodel Dome Building	\$5,082,458	\$16,517,989	local
18-A	2020	Campus Police Building	\$1,891,422	\$6,147,122	
19	2021	Relocate Physical Education Playing Fields	\$4,316,869	\$14,677,355	local
20	2022	Parking and Road Improvements - Phase 5	\$5,368,186	\$19,057,060	local
20-A		Infrastructure Projects	\$9,500,000	\$33,725,000	local
20-B		Landscape and Hardscape Improvements	\$4,500,000	\$15,975,000	local
20-C		Parking Lot/ Parking Structure	\$12,000,000	\$42,600,000	local
20-D		Potential West Campus Land Acquisition	\$931,240	\$3,305,902	local
		DISTRICT TOTAL	\$464,721,769	\$903,908,532	
CAMPUS BEYOND 25,000 STUDENTS					
21	2022	General Instruction Building	\$20,251,000	\$71,891,050	local
		DISTRICT TOTAL	\$484,972,769	\$975,799,582	

Source: 3D/I Facilities Assessment Report prepared for Palomar Community College District

Appendix D



Facilities Assessment Report

Facility FCI by Type Structure

The following is a list of the campus facilities grouped by building number displaying the Current Repair Cost, Replacement Cost and FCI.

Facility	Gross SQ FT	Year Built	Repair Cost	Replacement Cost	FCI
Palomar CCD	612,637		43,406,012	159,034,709	27.29%
001 Administration	21,424	1960	1,703,171	7,944,658	21.44%
002 Business	18,376	1960	1,644,234	5,385,567	30.53%
003 Music & Fine Arts	52,077	1966	3,588,670	15,262,525	23.51%
004 Engineering	13,137	1960	986,103	3,850,141	25.61%
005 Foreign Language	14,676	1960	1,900,054	4,301,185	44.18%
006 Gymnasium	22,970	1958	1,534,448	7,055,008	21.75%
007 Science II			4,972,799	12,051,475	41.26%
Chemistry Building	11,508	1965	2,178,214	3,189,732	68.29%
Earth / Life Sci. Center B	17,960	1965	1,507,439	5,263,647	28.64%
Life Science East Building	4,900	1965	902,213	1,436,073	62.83%
West Shared Building	7,377	1978	384,933	2,162,023	17.80%
008 Industrial Tech I	11,898	1956	1,007,347	1,667,965	60.76%
009 Maintenance	7,660	1965	772,934	1,673,114	46.20%
010 Student Services Center	18,273	1953	737,324	4,719,456	15.62%
011 Mens Phy Educ	11,081	1956	904,126	3,426,637	26.39%
012 Auto Shop	11,584	1967	1,345,862	1,617,867	83.19%
013 Womens Phy Educ	15,473	1965	1,627,629	4,285,623	37.98%
014 Humanities	23,089	1965	1,603,229	6,244,958	25.67%
015 Electronics	7,833	1965	603,315	2,008,005	30.05%
016 Student Union	39,561	1958	1,195,778	11,162,334	10.71%
017 Science I	13,469	1956	2,026,353	3,561,435	56.90%
018 Child Development Ctr C	2,247	1972	281,046	363,291	77.36%
019 Reading / Food	1,052	1992	42,800	170,086	25.16%
021 Wellness / Fitness	7,249	1994	56,503	2,191,921	2.58%
022 Office Bldg U	1,792	1972	75,807	289,728	26.16%
023 Office Bldg W	1,792	1972	75,894	289,728	26.19%
025 Administration Annex	21,577	1974	1,335,486	6,785,084	19.68%
026 Child Development A	2,196	1975	222,203	355,046	62.58%
027 Dis.Stud.Prog.&Services	1,969	1975	74,905	318,345	23.53%
031 Receiving & Storage	6,647	1974	388,167	1,074,676	36.12%
032 Court Building	7,925	1976	258,373	2,139,861	12.07%
033 Temporary Staff	504	1988	3,427	81,486	4.21%
039 Campus Police	960	1995	10,137	155,211	6.53%
040 Tutorial Center A	1,800	1975	145,489	291,021	49.99%
041 Tutorial Center B	1,800	1978	118,446	291,021	40.70%
042 Reading Center	3,550	1978	247,213	573,958	43.07%
043 Behavioral Science B	1,920	1978	130,135	310,422	41.92%
044 Nursing Education A	2,370	1978	69,871	383,178	18.23%
045 Nursing Education B	2,360	1978	187,179	381,561	49.06%
046 Nursing Education O	2,275	1978	221,233	367,818	60.15%
047 Behavioral Science A	3,200	1978	203,352	517,371	39.30%
048 Speech Communication	1,920	1978	59,112	310,422	19.04%
049 Graphic Comm/Journ.	5,405	1978	474,590	873,872	54.31%
050 Swimming Facility	4,979	1971	848,505	1,609,493	52.72%
051 Indust. Tech 2	28,412	1979	597,785	3,968,132	15.06%
052 Howard Brubeck Theater	20,180	1979	769,435	5,459,310	14.09%
053 Warehouse B	4,360	1980	47,280	524,214	9.02%
054 Library	57,047	1983	926,019	14,988,421	6.18%
056 Child Development B	2,400	1993	98,144	388,028	25.29%
057 Carpentry Shop	1,264	1978	89,733	151,974	59.04%
058 Electrical Shop	2,059	1978	98,170	102,859	95.44%
059 Student Health Serv.	1,470	1986	19,931	237,667	8.39%
062 Warehouse A	1,200	1990	8,279	167,597	4.94%
076 Fashion Design	960	1989	16,398	155,211	10.56%
077 Storage Facility	2,400	1993	28,524	335,193	8.51%
123 Family Consumer Science	960	1993	18,367	155,211	11.83%
125 Temporary Staff A	480	1984	50,588	77,606	65.19%
128 Info Systems	480	1994	12,590	77,606	16.22%
129 Grounds Mech Shop	1,325	1995	13,085	185,055	7.07%
Escondido Center	55,825	1979	6,928,435	15,728,070	44.05%

Appendix E

Palomar College Facilities Department

Preventive Maintenance Schedule

SAN MARCOS CAMPUS

MONTH		MONTH	
JANUARY		JULY	
1 ST WEEK	HBET, CAMPUS POLICE	1 ST WEEK	HBET, CAMPUS POLICE
2 ND WEEK	PERFORMING ARTS COMPLEX	2 ND WEEK	PERFORMING ARTS COMPLEX
3 RD WEEK	ADMINISTRATIVE COMPLEX	3 RD WEEK	ADMINISTRATIVE COMPLEX
4 TH WEEK	STAFF WING COMPLEX	4 TH WEEK	STAFF WING COMPLEX
FEBRUARY		AUGUST	
1 ST WEEK	MISC. SERVICES	1 ST WEEK	MISC. SERVICES
2 ND WEEK	STUDENT SERVICES CTR/ART	2 ND WEEK	STUDENT SERVICES CTR/ART
3 RD WEEK	ES WEST/S BUILDINGS	3 RD WEEK	ES WEST/S BUILDINGS
4 TH WEEK	LS, CHEMISTRY BUILDINGS	4 TH WEEK	LS, CHEMISTRY BUILDINGS
MARCH		SEPTEMBER	
1 ST WEEK	LS/ES ROOF, ES NORTH	1 ST WEEK	LS/ES ROOF, ES NORTH
2 ND WEEK	B, E, HS BUILDINGS	2 ND WEEK	B, E, HS BUILDINGS
3 RD WEEK	FASH-1, FCS-1, IT, N BLDGS	3 RD WEEK	FASH-1, FCS-1, IT, N BLDGS
4 TH WEEK	CDA, CDB, CDC	4 TH WEEK	CDA, CDB, CDC
APRIL		OCTOBER	
1 ST WEEK	CES-1/2, T BUILDINGS	1 ST WEEK	CES-1/2, T BUILDINGS
2 ND WEEK	GJ, SC, MAINTENANCE BLDGS	2 ND WEEK	GJ, SC, MAINTENANCE BLDGS
3 RD WEEK	DRC, NA, NB, NO, TCA, TCB	3 RD WEEK	DRC, NA, NB, NO, TCA, TCB
4 TH WEEK	BE, BES, RC, U, W BLDGS	4 TH WEEK	BE, BES, RC, U, W BLDGS
MAY		NOVEMBER	
1 ST WEEK	P-NORTH, Q, RF/SNACK SHACK	1 ST WEEK	P-NORTH, Q, RF/SNACK SHACK
2 ND WEEK	P-EAST, P-SOUTH	2 ND WEEK	P-EAST, P-SOUTH
3 RD WEEK	PHOTO, F-WEST	3 RD WEEK	PHOTO, F-WEST
4 TH WEEK	SU, LL BUILDINGS	4 TH WEEK	SU, LL BUILDINGS
JUNE		DECEMBER	
1 ST WEEK	BOOKSTORE, FOOD SERVICES	1 ST WEEK	BOOKSTORE, FOOD SERVICES
2 ND WEEK	MEN'S LOCKER, CT BUILDINGS	2 ND WEEK	MEN'S LOCKER, CT BUILDINGS
3 RD WEEK	DOME, O-BUILDING	3 RD WEEK	DOME, O-BUILDING
4 TH WEEK	WFC, SWIMMING POOL	4 TH WEEK	WFC, SWIMMING POOL

Appendix F

Palomar College Facilities Department

Building Services

Preventive Maintenance Checklist

ROOM NUMBER _____ STAFF ASSIGNED _____ DATE _____

- 1. Check and tighten screws, nuts and bolts on door hardware. _____
- 2. Check and lube locksets, ensure door latches close. _____
- 3. Check to ensure door is not binding; adjust as necessary. _____
- 4. Check for ADA and standard door signage/mounting. _____
- 5. Check and lube opening window assemblies/security. _____
- 6. Check and repair cabinet doors, drawers and hardware. _____
- 7. Check and repair any damaged wood trim/moldings. _____
- 8. Check and repair any damaged furniture, desks and chairs, etc. _____
- 9. Check for and replace any damaged windows. _____
- 10. Check and repair mini-blinds, curtains, drapes as necessary. _____
- 11. Check fire extinguisher mountings and charge: initial check list. _____
- 12. Check and repair chalkboards, trays, maps and mountings. _____
- 13. Check any miscellaneous items for secure mountings. _____
- 14. Check, tighten, repair and lube any permanent seating. _____
- 15. Check and replace any damaged ceiling tiles. _____
- 16. Check and replace any damaged flooring tiles. _____
- 17. Check and repair any damaged carpet areas. _____
- 18. Patch and paint any damaged wall areas. _____
- 19. Sand and refinish or paint wood trim as needed. _____
- 20. Check clocks for proper mounting/time. _____
- 21. Check for and replace/repair light switches as needed. _____
- 22. Check for and replace/repair electrical outlets as needed. _____
- 23. Check and replace any missing cover plates. _____
- 24. Check and clean all light fixture lenses. _____
- 25. Check and replace any burned out light bulbs. _____
- 26. Clean, calibrate, level and op-check thermostats. _____
- 27. Service filters - lube and clean HVAC units. _____
- 28. Clean all HVAC supply and return air vents. _____
- 29. Check and service all exhaust fans; clean exhaust vents. _____
- 30. Check and service/repair all plumbing fixtures. _____
- 31. Check, clean and service water pressure regulators. _____
- 32. Check and clean all storage areas; restock as needed. _____
- 33. Check and clean all rain gutters and downspouts. _____
- 34. Check roofs for bubbles, damaged areas; repair as needed. _____
- 35. Check all electrical panel connections for loose wiring. _____
- 36. Check sidewalks and pathways for raised areas; grind as needed. _____
- 37. Check building exteriors for safety and security items. _____
- 38. Check for other items as needed; make and note the necessary repairs. _____