

ANTELOPE VALLEY COLLEGE

Office of Facilities Services

Campus Events, Custodial, Facilities Planning & Campus Development, Grounds, Maintenance, Transportation

PROCEDURE

Title: Weekly Report and Inspections

Effective Date: 8/26/13

Revised Date: 1/7/14

Approved: DRJ

1. Weekly Report

- a. Submittal of a weekly report by each department supervisor is mandatory. If supervisor is absent, the supervisors' designee is responsible for completing and submitting weekly report. Supervisors are responsible for providing necessary direction to designees to complete and submit report.
- b. Use report template as provided by Director.
- c. Reporting period is from Monday through Sunday. Report is to be submitted via email to the Director no later than start of shift (8:00 a.m.) of the following Tuesday. Typed and signed hardcopy of report to be delivered to Director by end of the same business day (Tuesday).
- d. Report entries are to be complete, succinct and concise.
- e. Director will edit, revise and collate supervisor reports into a Facilities Services weekly report that will be submitted to the Vice President of Administrative Services each week.
- f. Report information will be used as a source for employee performance evaluations.
- g. Weekly reports will include the following sections:
 1. Department Activities: For each department area listed, including supervisor, provide concise description of the activities performed during the week.
 - Supervisor – Department Notes: Provide concise description of department issues, challenges, needs, concerns, suggestions, plans etc. These are on-going items that should be updated weekly.
 2. Quarterly Inspection Findings: For the assigned weekly inspection areas provide a summary of inspection results and describe items of concern. Refer below to quarterly inspection requirements.
 - Maintenance department only: Exterior lighting report to be attached.

3. Department Urgent/Critical LS/Emergency Work Request Status:
A department report of all urgent/critical LS/emergency work requests will be provided to each supervisor during the reporting week. The report is to be updated with all known life/fire/safety, code compliance, health, critical ADA and security related issues with current status and activities performed. The supervisor is responsible for ensuring that all work request updates are made in the work request system.
 4. Department Facility Alteration & Improvement Request (FAIR) Status: A department report of all assigned FAIR work requests will be provided to each supervisor during the reporting week. The report is to be updated with current status and activities performed. The supervisor is responsible for ensuring that all work request updates are made in the work request system.
 - h. Supervisor checks boxes for the attachments that are included with the report.
 - i. Supervisor signs bottom of report. Hard copy with signature sent to Directors office/mailbox.
 - j. Report (Word format) and attachments (PDF) are submitted via email to Director by deadline (Email copy does not require signature).
 - k. Director reviews and revises final report and submits to Vice President of Administrative Services.
2. Quarterly Campus Inspection
- a. Quarterly campus inspections by each department supervisor are mandatory.
 - b. Each quarter will consist of 12 weeks. The entire campus will be inspected each quarter resulting in four inspections of the campus during the year.
 - c. Quarterly campus inspection requirements by department:
 1. Maintenance Department
 - All interior areas
 - Building roofs
 - All exterior areas
 2. Custodial Department
 - All interior areas
 3. Grounds Department
 - All exterior areas
 - Grounds shop & storage areas
 - All interior areas with irrigation controls
 4. Campus Events & Operations
 - Interior areas assigned to day custodial
 - Waste/Recycling areas
 - Campus Events/Motor Pool shop and storage areas
 - Main venues for campus events

- d. Quarterly campus inspection schedule. Buildings and campus grids will be scheduled by week for each calendar year.
- e. Inspection outcomes:
 - 1. Visually inspect every area.
 - 2. For all interior building inspections initial and date inspection sheets located in each utility/mechanical/custodial room.
 - 3. Ensure code compliance and good housekeeping for all areas.
 - 4. Record all issues requiring a work request or follow-up. NOT department specific – record all facilities related issues. Forward all noted issues related to other facilities departments to the responsible supervisor.
 - 5. Initiate work requests for all identified issues as necessary.
 - 6. Record all exterior lighting issues with campus grid maps and notes as necessary. (Maintenance department only)
- f. All work requests (Facilities Repair & Service Requests / FRSSR) generated by the weekly inspection are to be input into the Facilities Services Request System by no later than the Friday following the inspection week. The responsible supervisor must ensure that the work requests are entered by department staff or by front office staff.

Attachments:
Weekly Report Templates
Campus Grid Map
Weekly Inspection Schedule

Reference: