



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Long Form Facility Specifications
<i>AP Number:</i>	AP 2.06.03
<i>Adoption Date:</i>	5/3/95
<i>Schedule for Review & Update:</i>	Annually
<i>Approval Date:</i>	5/3/95
<i>Review Date(s):</i>	4/11/02
<i>Revision Date(s):</i>	4/11/02
<i>Sponsoring Unit/Department:</i>	Facilities
<i>Policy Title & No.:</i>	Assessment and Development of College Facilities, BP 2.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

SECTION 1: Introduction

The Facility Specification (Fac Spec) describes the requirements for a facility project in qualitative and quantitative terms. The Fac Spec is the initial tool for communicating the customer's needs to the facility planner. The Fac Spec is also the measurement against which the success of the facility plan to meet the requirements is gauged. The purpose of this SPG is to assist College administrators, faculty and staff in preparing the Facility Specification (Fac Spec) for their capital improvement project. The Fac Spec needs to state clearly:

**The objective for the project, based on the academic plan, and
The criteria that will determine if the facility project is successful.**

This AP relates to Category III, Major Projects with budgets of \$50,000 or above. The following section describes the three categories of facility projects.

SECTION 2: Project Categories

There are three categories of facility projects defined by budget size:

- Category I projects under the capitalization threshold. These “micro” projects are funded from the operating funds of the requesting unit.
- Category II projects must be capitalized, but need not be approved by the Governing Board. These “minor” projects are line items in the adopted budget. The available level of funding for major projects is determined by Fiscal Services.
- Category III projects must be approved by the Governing Board because the budget is \$50,000 or more. These “major” projects are line items in the adopted budget. The available level of funding for major projects is determined by Fiscal Services.

Category	Budget	Notes	Data Required	Approvals
I	\$0 to \$4,999	Micro Project: budget is less than Capitalization limit.	Work Order	Campus President or Executive Vice Chancellor
II	\$5,000 to \$49,999	Minor Project: budget is less than Board of Governors reporting limit.	Short Form Educational Specification SPG-2301/AC	Campus President or Executive Vice Chancellor
III	Over \$50,000	Major Project: line item in annual budget.	Long Form Educational Specification SPG-2301/AB	Campus President or Executive Vice Chancellor & Chancellor & PCC Board

SECTION 3: Long Form Facility Specifications Content

The Facility Specifications describes the qualitative and quantitative requirements of the project. Emphasis should be placed on what people will be doing, how they need to do it, and with whom they need to interact.

List any problems with the current facility which this project will resolve. Differentiate between symptoms and the problems. (For example the symptoms

may be that the bookstore has too little storage, not enough retail floor space and not enough room for extra cash registers. The problem may be that the bookstore is too small, or the problem may be that the bookstore has outdated store fixtures, poor inventory tracking, and poorly designed register counters with old registers.)

1. Schedule - After review of the project steps described below, establish earliest date of required occupancy. List alternatives if primary schedule cannot be met. Identify areas or functions that must remain in use during construction, or the maximum time the functions can be out of operation, with reason why. If the function must remain operational, discuss the feasibility of temporary relocation. Facilities Planning is available to assist you in estimating your project time.

Project Steps

Category III, Major Capital Improvement projects require a significant amount of time to develop. SPG-2301/AC Capital Project Management provides a description of the twelve general steps for the facilities development process:

1. Facility Master Plan	7. Construction Documents
2. Budgeting	8. Bidding
3. Facility Specifications	9. Construction
4. Architectural Programming	10. Commissioning
5. Schematic Design	11. Move In
6. Design Development	12. Warranty Period

The time required to develop a facilities project is dependent on the complexity of the work and the complexity of the customer's management team. A project to completely change the function of several spaces such as two adjoining classrooms will take a minimum of nine months from step 4 to step 11. A project to remodel a floor of a building may take from 12 months to 18 months from step 4 to step 11. A new building may take three to five years from step 4 to step 11.

2. Location - Identify the physical location of the project. (For example: adjacent to the west side of the GYM, or in northwest Tucson, near Thornydale and Lambert.) Describe how the physical and functional relationship of the project to existing and future facilities. If the project contains remodeling of existing areas, list the areas to be affected by building(s) and room number.
3. Description - List the approximate area, in square feet, for each program,

department and major function and how the area was determined. Identify the various methods by which services will be provided to customers. For academic programs, what will faculty do to affect the desired learning process through delivery, activities and interaction with students and other faculty, e.g., non-traditional or new delivery methods? For instructional support, student development, or other non-instructional programs, provide information on the method for delivery of services.

If your planning has progressed to the point where you have a preliminary list of spaces or rooms to be included in the project, you should list them in this section. After approval of the Fac Spec, the next step will be the development of space requirements forms. Each room will have a space requirements form which will lists all the particular needs of that space. If you have prepared space requirements forms, you may attach them in the appendix to the Fac Specs.

4. Availability - Identify anticipated days and hours of operation, such as, Monday through Friday 7:30 a.m. to 5:00 p.m., for the programs, departments or major functions listed in section three above. Will the facility be used by the community or any special groups? Are extensive weekend programs planned?
5. Technology - Describe the technological applications planned to support the programs, department and major functions described in section three above. For example, interactive video and high speed computing may be planned to support a laboratory.
6. Support - Discuss any special characteristics and/or quality requirements for the facilities to support the program, department and major functions described in section three above. Examples of character and quality requirements are:

1. Location	6. Aesthetics
2. Access	7. Natural Environment
3. Privacy	8. Acoustics
4. Openness	9. Surfaces
5. Lighting	10. Amenities

(Note: only those issues of importance to this particular project need to be addressed)

7. Capacity and Utilization - Based on the academic plan for the program or

service, discuss the planned utilization of the facility. Utilization is based on FTSE or headcount. Include the five and ten year projections of FTSE or headcount projections, such as the academic plan or program review. Facilities Planning is available to assist you in determining your capacity and utilization plans.

Determining Utilization

For academic programs, provide the projected FTSE per student station for each discipline involved in the project. For example, the College guideline for lecture classes is 2.2 FTSE per student station. This is based on scheduling classrooms for 41.25 hours each week and having 80% of the seats in the classroom occupied. The College guideline for laboratories is 1.2 FTSE per student station which is based on 31 hours of room use per week and 87% of the student stations occupied. The laboratory guideline assumes an average ratio of 2:3 for credit hours to contact hours for all the College's labs.

The following formulas are used to calculate the planned utilization:

CLASSROOMS:

$$\frac{(\text{Hours per week of room use}) \times (\text{percent of student stations occupied})}{15 \text{ (Credits per FTSE)}} = \frac{\text{FTSE per Student}}{\text{Station}}$$

LABORATORIES:

$$\frac{(\text{Hours per week of room use}) \times (\text{percent of student stations occupied}) \times .67 \text{ (Credit hour ratio)}}{15 \text{ (Credits per FTSE)}} = \frac{\text{FTSE per Student}}{\text{Station}}$$

If the planned utilization is significantly higher or lower than the guideline, explain the difference in terms of the academic plan for the project.

For instructional support, student development, or other programs not directly related to instruction, provide information on the FTSE or headcount to be served per staff or function. Provide the anticipated hours per week and schedule that the services will be provided.

8. Budget - If the budget for the project has been predetermined, list the budget and how the budget was determined. If the budget has not been determined, this section is not required. The information on the budget for the project will be determined based on the requirements in the Fac Spec.

SECTION 4: Facility Specifications Approval and Use

Per AP 2.06.04, the Facility Specification must be approved by the Campus President (or the Executive Vice Chancellor for Finance and Administration for Central Office projects), the Chancellor's Cabinet, and Chancellor. The Facility Specifications are also approved by the Governing Board as part of the concept approval of the project.

The Facility Specifications are included in the Request for Proposal (RFP) package. The RFP solicits qualifications from consulting architects interested in the project. By including the Facility Specifications, the College receives proposals tailored to the requirements of the project.

The Facility Specifications will be used by the architect to develop the project. The success of the project will be measured against the criteria established in the Facility Specifications.