

# Policy Manual



<b>Title:</b> Physical Plant, Sites, and Facilities	<b>Number:</b> 6Hx2-7.03
<b>Legal Authority:</b> Fla. Statutes 1001.64; 1001.65; 1013.36; 1013.40	<b>Page:</b> Page 1 of 2

## GENERAL STATEMENT

The purpose of this policy is to outline the process to identify and request new remodel, and renovated educational and ancillary spaces for Broward College. The policy will ensure that spaces are safe, functional and sustainable learning environments. Broward College, in compliance with Florida Statutes, will work with state and local agencies and municipal governments to identify educational needs and trends and the need for reassessing the College's facilities as well as those available in the community in order to meet this planned future demand.

This policy also insures that the College meets its reporting and forecasting requirements concerning student enrollment and facility occupancy in order to determine Broward College's need for additional or renovated space.

**Sites.** Standards for sites are prescribed by Florida Statutes, Chapter 1013.36, and no site will be acquired for use until it meets minimum standards and is approved by the Commissioner of Education. Public funds shall not be expended for the purchase of real property without specific approval of the legislature.

**Facilities.** The need for College facilities shall be determined by the Educational Plant Survey, submitted every five years, conducted pursuant to Florida Statutes, Chapter 1013.40. The Educational Plant Survey is submitted to the Department of Education every five years. The Plant Survey is a systematic study and evaluation of existing educational plants and it determines future plant needs to accommodate educational programs and services for students. The Plant Survey is generated based on the input of all College representatives.

The Capital Improvement Plan (CIP) is submitted to the Department of Education every year. The report is submitted annually in compliance with state requirements. This report identifies the funding requests for all capital projects, new construction, remodels, renovations, and site improvements. This plan is generated based on the input of all College representatives.

Facilities recommended for new construction, remodel, renovation and site improvements by survey must be approved by the State Board of Education, and projects must be constructed according to the provisions of Chapter 1013.40 and Florida State Board Education Administrative Rules. Surveys, planning, employment of architects and consultants, funding, supervision, and construction of Broward College facilities shall be in accordance with applicable laws and regulations and shall comply with the College's sustainability and native plant policies. Every new facility will be constructed, equipped, and maintained to ensure pleasant, healthful, safe, sustainable, functional, and attractive facilities.

**Physical Plant.** The President shall recommend to the Board of Trustees various work force options (1) to perform necessary maintenance, operation, and repair for the physical plant at each campus/center location, and (2) to provide necessary health and sanitation programs which will insure the health and safety of all College employees, according to the provisions in College policy 6Hx2- 7 .II.

**History:** Reissued as Policy 6.18 Physical Plant on September 21, 1982; revised December 16, 1986; revised March 19, 1991; revised and re-numbered July 23, 1997; revised January 26, 2010; revised October 23, 2012

<b>Approved by the Board of Trustees</b>	<b>Date</b> 10/23/12	<b>President's Signature</b> 	<b>Date</b> 10/23/12
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The College shall ensure that all facilities constructed from any fund source meet the standards set forth in the Florida Building Code current edition and approved amendments, which includes the State Requirements for Educational Facilities. .

## THE POLICY and THE STUDENT

New and renovated facilities are provided to ensure that all students are able to learn in safe, technically sound, environmentally friendly, aesthetically pleasing, life cycle effective and sustainable sites and facilities.

## THE POLICY and THE FACULTY AND STAFF

New and renovated facilities are provided to ensure that all faculty and staff are able to work in safe, technically sound, environmentally friendly, aesthetically pleasing, life cycle effective and sustainable sites and facilities.

## IMPLEMENTATION and OVERSIGHT

The Senior Vice President for Administrative Services shall implement and oversee this policy, including the investigation of any alleged policy violations. The President has the authority to establish any and all procedures needed to implement this policy.

## VIOLATION OF POLICY

All individuals in violation of these established policies may be subject to disciplinary action, up to and including termination.

## DEFINITIONS

**Real Property:** Includes land and things permanently attached to the land, such as trees, buildings, and stationary mobile homes. Anything that is not real property is termed personal property.

**Demand:** The quantity of a commodity or service wanted at a specified price and time.

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