



NO. 8000 FACILITIES MANAGEMENT

The Facilities Management departments have the responsibility and authority to accomplish the following objectives on behalf of Oklahoma City Community College (OCCC):

- 1.0 Manage all aspects of OCCC utilities and associated energy management;
- 2.0 Manage all areas of building maintenance and associated operations including systems, structure, and infrastructure;
- 3.0 Manage all areas of roofing systems, parking lots, and sidewalks to include repair, replacement, and new construction;
- 4.0 Oversee all associated aspects of building services to include classroom/office furniture relocations, special OCCC event setups, and other scheduled event setups;
- 5.0 Oversee all custodial management including in-house and contractual services;
- 6.0 Oversee all pest control services;
- 7.0 Manage all OCCC waste management, recycling programs and archive records storage;
- 8.0 Manage all in-house and contractual landscape and irrigation services;
- 9.0 Oversee fleet management operations to include acquisition, repairs, scheduling and disposal;
- 10.0 Manage all aspects of the mailing lifecycle to include shipping/receiving, incoming, outgoing and distribution of mail;
- 11.0 Oversee the aspects of the College inventory and its associated processes to include fixed assets, perpetual supplies and surplus;
- 12.0 Oversee and manage warehousing including perpetual, surplus, and incoming/outgoing materials;
- 13.0 Perform AutoCAD project design;
- 14.0 Oversee and manage new construction/remodel management, and project management projects as owner/operator, as general contractor, and as sub-contractor;
- 15.0 Provide oversight for all contracting/bid specifications for all in-house projects;
- 16.0 Provide ADA accessibility guidelines research and implementation;
- 17.0 Oversee the room rental reservation process; and
- 18.0 Coordinate permanent and temporary campus signage.

The Facilities Management departments shall develop specific procedures as necessary to accomplish these objectives.

Effective: May 11, 2021