

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

BUSINESS AND FISCAL AFFAIRS

CHAPTER 6

**IMPLEMENTING REMODELS**

**AP 6601**

Remodels include the conversion, arrangement or rearrangement, refurbishment or renovation of an existing space that may include infrastructure and utility modification.

Scope of work is defined by the total cost of the project. Funding of a project must come at or below \$15,000 in order to proceed without the State mandated bidding process. Projects over the \$15,000 limit will require that the bidding process takes place.

The procedure to begin a remodel is outlined below and involves 6 key steps:

- Need Expressed: An individual or department identifies a need and relates their request to their Dean.
- Preliminary Remodel Assessment: The Dean, along with the requesting department, makes a preliminary assessment including information gathering for the purpose of feasibility analysis.
- Dean Approval: If the preliminary assessment proves to be feasible and the Dean agrees to the project, they submit **a Facilities Remodel Request form as part of the annual budget process. These forms will be included in the annual budget request packet.** The completed form should be sent to the facilities construction office by the start of each winter session.
- Completed form review: The Facilities Committee reviews the request and further determines needed resources which may include but not be limited to:
  - Cost Estimate
  - Funding Source
  - Man Power
  - Time and Scheduling
  - Displacement during remodel
  - Secondary Effects if any

**The total cost of all individual projects will be sent as a request to the Director of Fiscal services. A budget to support some or all of the projects will be established and sent to the facilities committee for prioritization.**

- Report Results of Assessment: The Facilities Committee will prepare a report of the completed assessment with their recommendations and it will be presented to College Council and then will move forward to Cabinet for review.
- Project is Scheduled: Should Cabinet approve the recommendation, the Facilities Committee would move forward to schedule and begin project implementation, in alliance with previously scheduled projects.

NOTE: A contingency for emergencies allows for urgent situations or disasters to take priority over all scheduled projects. **Projects request that are to be funded by the requesting department can be submitted at any time through out the year.**

**Facilities remodel request forms are available online at both the facilities and maintenance & operations web sites.**