

[Print](#) | [Close Window](#)**Subject:** FW: Program Review - % Complete for Facilities Department**From:** "Baron, Bruce" <bbaron@sbccd.cc.ca.us>**Date:** Wed, Jun 16, 2010 2:16 pm**To:** "Matthew C. Lee" <matthew@mcleeconsulting.com>**Attach:** image001.jpg

image003.jpg

image002.jpg

*Matthew:**Some additional information from the Facilities area on completion of Program Review items.**Bruce***From:** Goodrich, Kelly**Sent:** Wednesday, June 16, 2010 12:55 PM**To:** Baron, Bruce**Cc:** Kelley, Steve**Subject:** Program Review - % Complete for Facilities Department

		% Complete
1 Goal	Improve means of communication with clientele.	36
1.1 Objective	Establish a means for client event setup requests.	50
1.1.1 Activity	Develop event setup request form.	100
1.1.2 Activity	Communicate new procedure to clientele.	0
1.2 Objective	Establish an ongoing means for customer feedback.	23
1.2.1 Activity	Develop Facilities quarterly survey.	90
1.2.2 Activity	Administer survey.	0
1.2.3 Activity	Analyze survey results.	0
1.2.4 Activity	Plan corrective measures based on results.	0
2 Goal	Document established Facilities operating procedures.	92
2.1 Objective	Document established Facilities operating procedures.	100
2.1.1 Activity	Develop annual calendar for building maintenance (i.e. HVAC, fire alarm system, etc.).	100
2.1.2 Activity	Establish daily custodial routine form.	100
2.1.3 Activity	Map out courier's daily route and schedule.	100
2.1.4 Activity	Develop standard custodial supply list(s).	100
2.1.5 Activity	Develop contact list for building maintenance.	100
2.1.6 Activity	Track ongoing safety training, including MSDS.	100
2.2 Objective	Identify and plan solutions for possible problems over transition period anticipated in July 2010 when current Facilities Supervisor retires.	75
2.2.1 Activity	Provide for Annex physical plant maintenance.	75
2.2.2 Activity	Identify and list satellite responsibilities.	75
2.3 Objective	Explore options for addressing anticipated staffing and equipment needs.	100