

## CCS Administrative Procedure

### 6.00.01-A Building Improvement Requests (BIRs)

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#### Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, 434-5037

#### 1.0 Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure to enhance the delivery of education and support services to the community, will provide for and operate its facilities in an effective and efficient manner. This includes periodic modification, enhancement, or improvements to those facilities/sites in support of delivery of services and to maximize functionality and safety of the work environment.

- 1.1 CCS will preserve its capital resources to both the maximum benefit of students and return on capital investment. Consistent with this priority, maintenance and operation work will be managed at levels needed to preserve capital investments. Non-maintenance work, including Building Improvement Requests (BIRs), is considered secondary to preventative maintenance activities.
- 1.2 The district director of facilities is responsible for administrating this procedure.
- 1.3 All district facilities are subject to this procedure without exception.
- 1.4 BIRs will be performed on a full-cost recovery basis. When requested, cost estimates using this recovery basis will be provided in advance of performing the work and work will only proceed with unit approval.

#### 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 District Director of Facilities: the administrator responsible for Facilities Department.
- 2.2 Facility: a district owned or 24-hour controlled property, building or component of that property/building. This may also include leased building and property per the terms of that specific lease.
- 2.3 Preventative Maintenance (PM): routine maintenance and inspection work required to ensure maximum operational benefit and preservation of capital investments.
- 2.4 Corrective Maintenance (CM): Unforeseen or emerging repair, safety or regulatory work that is identified through preventative maintenance inspections, employee observation or reports to the Facilities Department's call center.
- 2.5 Building Improvement Requests (BIRs): Non-maintenance work involving the modification, enhancement, or improvement of existing facilities/sites in support of service delivery, functionality or safety of the learning/work environment.
- 2.6 Full Cost Recovery: all associated project costs including material, vendor, contractor, equipment rental and labor (salary and benefit) costs. Does not include associated overhead or Facilities owned equipment costs. Does include motor pool mileage costs.
- 2.7 Non-critical, As Time Allows: BIR projects not prioritized by the unit based on any consideration within the unit's discretion. Excludes PM or CM work.

- 2.8 Efficiency BIR Projects: those “non-critical, as time allows” projects that can be efficiently accomplished given proximity to, shared resources with, or available staff time otherwise assigned to a prioritized project.

### 3.0 Prioritization of Building Improvement Requests (BIRs)

- 3.1 BIRs generated within the unit will be forwarded to that unit’s designated facility administrator. The designated facility administrator of the applicable unit will develop a prioritized list of that unit’s BIRs. That list will be transferred to the district director of facilities for planning and implementation. BIR work will be conducted in the order of unit prioritization, except where noted in section 4.2.
- 3.1.1 Each unit will be given opportunity to reprioritize its BIR list on a quarterly basis. Those BIR projects under progress will continue to be prioritized, but any other project may be reprioritized at the sole discretion of the unit’s responsible administrator.
- 3.1.1.1 The district director of facilities, or his/her designee, will inform the unit administrator of the reprioritization opportunity in January, April, July and October.
- 3.1.1.2 Any BIRs received by the Facilities department between the above intervals will be redirected to the responsible unit administrator for consideration of prioritization at the next opportunity.

### 4.0 Processing of Building Improvement Requests

- 4.1 Each unit’s top priority will be analyzed by the Facilities Department and result in a cost estimate of the project for unit consideration.
- 4.1.1 The cost estimate will be communicated to the appropriate unit administrator in writing and will include:
- 4.1.1.1 A cost comparison to prevailing industry wage.
- 4.1.1.2 Possible cost saving alternatives.
- 4.1.2 The unit administrator will approve the estimate or request consultation regarding possible cost reduction alternatives. Once approved, the project will be staffed and work will begin.
- 4.1.3 Facilities management will monitor project costs and return for additional authorization whenever the estimated project cost will exceed 110% of the approved cost estimate.
- 4.1.4 When project approval is not received, analysis of the unit’s second listed priority will begin and this process will continue until a prioritized project is approved. In no situation, except where outlined in section 4.2, will a project be undertaken that has not been approved consistent with this process.
- 4.2 Prioritization exception: each unit will also develop a “non-critical, as time allows” project list that is considered pre-authorized work. These non-prioritized projects will be analyzed and assigned by Facilities management at the start of any approved prioritized project.
- 4.2.1 Efficiency projects are scheduled and performed at the sole discretion of Facilities management, with the objective of maximizing staff time and resources to the benefit of each unit.

## 5.0 BIR Billing and Cost Recovery

5.1 BIR project billing will be done on a full cost recovery basis. Facilities will develop a BIR summary report to be sent monthly to the accounting department. The unit's fiscal analyst will review the report to ensure accuracy and then will authorize charges to the unit's budget.

5.1.1 Billing will be done monthly for work in progress or for work completed during that quarterly cycle.

5.1.2 Major projects may be billed more often as dictated by pre-determined and/or unit authorized milestones, or where the cost of vendor, contractor or material purchases warrant.

## 6.0 Preventative and Corrective Maintenance

PM and CM work is exempt for this procedure and will be accomplished instead by the processes outlined in Administrative Procedure, [6.00.01-B](#) – Preventative Maintenance and [6.00.01-C](#) – Corrective Maintenance, respectively.

## 7.0 Related Information

[BIR Chargeback Rates](#)

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