

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
ANNUAL FACILITIES IMPROVEMENT FUNDING PLAN	08-0103	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-8.8 Design and Construction Delivery	March 13, 2024	

Purpose

The purpose of this procedure is to establish the process by which appropriate employees request or recommend the need for facilities construction, remodeling or a renovation project to meet specific program and/or Facility's needs, and to consolidate these requests into the College's Annual Facilities Improvement Funding Plan.

Procedure

- A. Each year, prior to April 1, Facilities Management and Construction (FMC) staff will request College administrators to submit specific requests for facilities projects through the Executive Director of Campus Operations, Events and Special Projects. All projects must be reviewed and approved, aligning with current strategic priorities of the College.
- B. This procedure may be expanded as needed to adhere to the dates for the Five-Year Plant Survey to include all known facilities project requirements for the following five (5) years.
- C. The requested projects, with supporting documentation, shall be reviewed and compiled into a comprehensive summary by the FMC staff. All submitted projects shall be prioritized by the FMC staff and the Executive Directors of Campus Operations, Events and Special Projects in collaboration with the Vice President of Finance and Administration, the College President and Cabinet and incorporated into the Annual Facilities Improvement Funding Plan as follows:
 1. Approved priority project requests for minor remodeling, renovation and repair projects along with a miscellaneous project category for unanticipated campus projects will be placed on the Internal Project Priority List. Projects on this list will be funded to the extent possible by Local Capital Improvement Funds and by State Public Education and Capital Outlay Funds that are received annually for this purpose. Projects on this list will be prioritized with top priority given to Safety-to-Life projects, critical mechanical/electrical repairs, instructional spaces upgrades, roof repairs, energy conservation measures, ADA compliance and select projects supporting specific approved collegewide initiatives.
 2. Once the Five-Year Plant Survey has been approved by the District Board of Trustees (DBOT) and the Florida Department of Education (DOE), approved requests that require further architect/engineering study, and those that require a DOE "Supplemental Facilities Survey" and/or a major level of funding will be placed on a future planning list. This list will be the basis for the regular or supplementary facilities Plant Survey Recommendations, and the annual facilities Capital Improvement Plan (CIP).
 3. Project requests that do not comply with State Rules, do not meet certain cost/benefit justification or do not adhere to respective campus Master Development Plans will be returned to the originator for additional planning and coordination.



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
ANNUAL FACILITIES IMPROVEMENT FUNDING PLAN	08-0103	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-8.8 Design and Construction Delivery	March 13, 2024	

REFERENCES: F.S. Chapter 216, 287.055, 1001.42, 1001.64, 1001.65, 1011.011, 1013.46, SBE Rule 6A-2.0010

Adopted Date: November 2, 1987

Revision Date: May 14, 1991, January 14, 2014, June 9, 2015, March 14, 2018, March 13, 2024