Business Operations Resource Manual

A Desk Reference Guide

Fall 2019

(draft as of 9/11/19)

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PREFACE

The Business Operations Manual is intended as a resource and reference guide for new managers. It is a compilation of procedures to help explain "how to" get started and implement various business functions at Cañada College.   As such, this manual is a resource that provides critical District information in a centralized manner, as well as explains those procedures specific to Cañada College.

The hyperlinks and resources for the most part originate from the District's Downloads page, and all documents and forms should be verified for their currency on an annual basis.

About San Mateo County Community College District (SMCCD)
SMCCCD are a three College District located between San Francisco and the Silicon Valley. Our Colleges (Cañada College, College of San Mateo, and Skyline College) serve more than 40,000 students each year and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs. The San Mateo County Community College District (SMCCCD) Office and staff have primary responsibility for developing procedures to implement Board approved policies. The SMCCCD Chancellor delegates responsibility to the College CEOs to comply with the District's policies and implement accompanying procedures.

About Cañada College
For nearly 50 years, Cañada College has provided enriching and life-changing educational opportunities for the residents of San Mateo County. Cañada College offers hundreds of day, evening, and weekend courses in more than 50 qualified degree programs, as well as over 40 certificates of achievement. The College has established over 200 articulation and transfer agreements with the University of California (UC), the California State University (CSU), and private universities. Additionally, it is one of only three federally-designated Hispanic Serving Institutions in the San Francisco Bay Area. A total of 6, 163 students enrolled in the College in fall 2016.

CONTACTS

Please contact your colleagues and ask questions when you need more information to help each other and to serve the College and its students.

TBD:

SECTION 1: FISCAL OPERATIONS

A. Tools

1. Banner Information Management System

The Banner system is the District's <u>database system for managing</u> almost every aspect of operations. Banner keeps records on everything from student registration and academic history, course and section information, departmental budgets, payroll, financial aid, and more.

2. Websmart Information Management System

WebSMART is a student, faculty and staff <u>web based resource</u> for viewing District data. Many of the financial activities performed in Banner may also be completed in WebSMART's Financial Services module. Through web access you can execute journal transfers, complete requisitions, approve documents, run budget queries or view various financial reports.

3. Access to Banner and Websmart

a. Your administrative supervisor fills out an [ITS Service Request Form](#) (online) to authorize access to Banner and Websmart.

b. The College Business Office will enable access to the budget(s) you will be managing once you receive authorization and access to use Banner and Websmart. Both information management systems are accessible from the District home webpage or [portal](#).

c. Training documents are filed in the [District Downloads](#) section which is accessible from District homepage or portal). They are filed under Purchasing/General Services and listed as follows: [Websmart and Banner Training Documents](#)

d. In the training documents folder, the following items are useful for beginners:

- [Websmart Instructions – Getting Started](#)
- [Banner Navigation Basics](#)
- [Banner Finance Screens and Reports](#)
- [Banner Purchasing Screens and Reports](#)

B. Terms

1. FOAP (pronounced like "foe-app")

FOAP is a Banner acronym which stands for Fund-Organization-Account-Program.   The FOAP represents the specific account code for various divisions, departments, units, grants, and programs.   The FOAP describes what accounts should be affected by a particular financial transaction.   The FOAP is typically 19 digits in this format: 11111-2222-3333-444444.

The FOAP is a combination of four main numbers as follows:

- Fund: Identifies the type of funding. Where did the money come from

  The primary funding sources for the District include revenue from San Mateo County property taxes, redevelopment funds, student fees, and non resident student fees. Typically budgets based on these primary sources of revenue are called Fund 1. Fund 1 refers to the unrestricted revenue which covers mostly the salaries and benefits, and other ongoing operations of the College.

  The College receives significant grant funding from State and Federal sources. This fund type is Fund 3.

- Organization: Identifies the department unit. Who is responsible for the money?

  This number determines the responsible administrator and allows that individual access to the accounts and to a combined monthly organizational financial statement.

- Account: Identifies the type of transaction.

  Account numbers are assigned from the State approved listing. This number determines the program category for reporting figures to the State. For example, Faculty and Administrative Salaries (1000's accounts); Classified Salaries (2000's accounts); Benefits (3000's accounts); Supplies (4000's account); and Oher Operating Expenses and Services such as conference expenses (5000's account).

- Program: Identifies a function for expense categories.

  The District has a uniform account structure which is within the State required account code structure for the categorization of revenue and expenditures, assets, and liabilities. Student services, operations, counseling, professional development are types of functions.

2. Expense

An expense, expenditure, or cost are monies that flow out from the College. All expenditures require prior approval by the responsible administrator.

State and Federal laws prohibit the donation of public funds ("gift of public funds") and allow actual, appropriate, and necessary business expenditures. The definition of "public funds" includes all money which the SMCCCD has control of or that passes through the District. Developing a comprehensive list of what constitutes an appropriate, or inappropriate, expenditure is difficult due to the many complexities in purchasing situations. However, there are general guidelines that can help clarify the difference between appropriate and inappropriate expenditures.

3. Encumbrance

An encumbrance is a product or service which has been ordered from a supplier and is therefore in the College's purchasing system, but which has not been paid for yet.

4. Revenue, Income

Monies flowing into the College are called revenue or income.

5. Fiscal Year

The District and College's fiscal year is from July 1 – June 30.

C. Budget Development and Management

The [Budget Office](#) coordinates development of the overall college budget and is responsible for ensuring that the college budget and accounting functions run effectively and are in compliance with all finance related regulations. Some of its services to support college operations includes:

o   Financial reporting
o   Processing budget transfers
o   Financial forecasting and analysis
o   Budget monitoring
o   Accounts receivable
o   Accounts payable
o   Reimbursements
o   Processing HR paperwork (PRFs, PAFs)
o   Payroll and HR (Adjunct faculty, hourly employees, student assistants)
o   Budget development for grant proposals
o   Post-award grant management
o   Mail, shipping, and receiving
o   Training and technical assistance

1. Developing a College Budget

The process of developing a college budget can be complex because there are so many components that need to come together. The following document provides an overview of the major tasks involved in the budget development process during the Spring semester.

[Budget Development Tasks for Budget Managers and Budget Office](#)

2. Developing a Department or Division Budget

Creating a department or division budget is an opportunity to engage faculty and staff for inclusive planning. To facilitate budget planning, the Budget Office developed some general

guidelines and suggestions to assist with developing department and division budgets. This is a useful resource to navigate through the department or division level budgeting process.

Developing Department or Division Budgets

3. Developing a Program or Project Budget (also applicable for grant funded projects)

The Guidelines for Developing a Program/Project Budget is designed to help employees define what is needed for their program or project, and to develop a budget which includes projected expenses to put their program/project into action. The Guidelines include various expense considerations, commonly used account codes, and a budget template.

Guidelines for Developing a Program/Project Budget

4. Cañada College's Budget

2016/2017 College Budget by Division (General Fund budget)

5. Integrating the College's Budget Work with the District's Budget

The District Integrated Planning and Budget Calendar provides information about budgeting processes involved at the District and college level. Please review the San Mateo County Community College District Annual Integrated District Planning and Budgeting Calendar for details. SMCCCD Integrated District Planning and Budgeting Calendar

6. District Budget

SMCCCD 2016-2017 Budget Report

SMCCCD 2016-17 Mid-Year Budget Report

D. Grants

Guided by District Board Policy 6.30 Externally Funded Special Projects and Programs, the College updated its grant application procedures to enable key leaders in the College and District to be informed, approve proposal development, ensure the feasibility of proposed projects, and confirm the organizational capacity to effectively implement grant funded programs. Detailed information on the grant application process, roles, responsibilities, budget management, and other post-award procedures are available on the Grant Development and Management website.

Process to Approve Grant Applications

1. Consultation: Prior to applying for any grant (including renewals), faculty and staff must consult with the Dean (or other administrative supervisor) to obtain approval for developing a proposal. Ideally, this consultation should take place at least 2 months prior to a grant deadline.

2. Assessment: The Dean (or other administrative supervisor) and faculty/staff will discuss the potential project and funding opportunity. Together they will complete the [Intent to Apply form](). The Dean will decide whether the College should pursue the project and develop a full proposal.

   If the Dean has approved moving forward with developing a proposal, the faculty/staff or identified project director may fully develop the proposal, consulting early in the process with the College Business Office.

   In the meantime, the Dean will communicate with their colleagues to provide notice of intent to apply, and facilitate obtaining the final approvals required prior to formally submitting a grant proposal.

3. Decision and Communication: If the Dean decided to approve developing a proposal, then the Dean will submit the Intent to Apply Form to the following groups as soon as possible.

   a) President's Cabinet,
   b) Planning and Budgeting Council, and
   c) College Business Office which is responsible for informing the District Office Grants Analyst.

   This process is intended to provide notice of intent to apply for a grant, to facilitate dialog about the project and feasibility, and to ensure that key stakeholders are informed in a timely way.

4. Approvals: The Dean is responsible for gathering the required signatures on page 3 of the Intent to Apply Form at least 2 weeks in advance of formally submitting the grant proposal.

5. Process: Once the approvals are gathered, the Dean must submit the following documents to the College Business Office:
   a) Intent to Apply Form
   b) Approval signatures
   c) Budget as identified in the proposal.

   This packet of materials enables the College Business Office to provide final notice to the District Grants Analyst to expect a proposal soon and work out any outstanding details, particularly regarding the budget, and setting up systems for submission.

6. Proposal Submission: The Dean should submit the final proposal at least 5 days in advance to the College Business Office. The College Business Office will send final documents to the District Grants Analyst to submit the final proposal and accompanying documents to the granting agency.

   Providing the documents well in advance of the deadline will provide time to resolve any technical issues which may arise should there be a problem with an electronic submission. And if the approval process was followed, then the District Office will have all

the required information, questions answered, and approvals necessary to ensure a smooth process.

Note that only the Chancellor or Executive Vice Chancellor is authorized to sign off on grant applications. The District Grants Analyst facilitates obtaining their signatures.

E. Purchasing

All purchases made with grant funds must follow the District's [purchasing policies, procedures and contracts requirements](#).

1. The Requisition/Purchase Order Process
    A. Requisition/Backup. When goods or services are needed, the Requestor/Requisitioner should research the required item(s), obtain quotes as necessitated by the dollar limit guidelines, verify budget availability and complete an online Banner Requisition. All backup documents (e.g. quotations, service contracts, W-9 forms, Certificates of Insurance) should then be forwarded to Purchasing.

        Purchases of Software and Hardware should be made in consultation with the IT department. See "Software and Hardware Technology Purchases" on page 4 of this document for further information.

    B. Approvals. The completed Requisition must be reviewed and approved by the designated Department and/or Division-level approver(s) and then the Administrative-level approver(s). If a Requisition is disapproved, it is returned to the Requisitioner for revision and re-submission.

    C. Purchase Order. The District Buyer reviews the approved Requisition and, if the information is accurate and the necessary documentation has been received, completes an online Banner Purchase Order. Once approved, the Purchase Order is forwarded to the vendor.

        Goods should never be purchased or services performed without a Purchase Order authorizing the expenditure.

    D. Commodity Received. The Requestor/Requisitioner receives the goods or services from the vendor.

    E. Payment. The Requestor/Requisitioner examines the vendor's invoice for accuracy, initials the approved invoice for payment, and forwards it to the Accounts Payable Department. The District Accounts Payable representative reviews and processes the approved invoice, cuts the check and forwards payment to the vendor.

2. Procurement Card

When using a procurement card (procard) to make purchases, please follow the [Procard User's Guide](), and [Procard Document Management Procedures]().

Purpose

Per District Rules and Regulations 8.15.4, The Board of Trustees of the San Mateo County Community College District (SMCCCD) holds a procurement card agreement with US Bank for employees who purchase goods on behalf of the District. Neither US Bank nor the District assumes responsibility for non-District purchases.

US Bank issues a Visa Card that bears the name of the employee and the location where the employee works. The card functions just like a personal credit card and, with a few exceptions, can be used to make purchases from any vendors accepting Visa.

The purpose of the procurement card program is to establish a more cost-effective method of purchasing by:

- Allowing time-sensitive and emergency purchases
- Reducing purchasing processes, related paperwork and staff time
- Automating and distributing accounting tasks
- Facilitating conference attendance and related travel (see Page 7 for detailed information related to conference expenditures)
- Accommodating prepayment purchases
- Expediting vendor payments

Eligibility

The only employees who are eligible for a district credit card are:
- Employees who are required to make purchases on behalf of the District, and
- Who are permanent employees (permanent employees are employees who have passed their probationary period), and
- Whose assignments are at least 50% full-time.

An employee is not authorized to use a District procurement card for personal purchases or for the purchase of inventoried equipment, initial membership in employment related organizations, payment of wages, payment for charter transportation services, or payment to independent contractors or other contractors providing services to the District. No purchases of IT related electronic equipment such as cell phones, laptops, tablet computers, desktop computers or printers may be made using a procurement card. General equipment purchases are limited to less than $1,000.

F. Contracts and Insurance

Details on Purchasing and insurance requirements are explained in the following two documents provided by the District's Purchasing and General Services department:

User Guidelines for Contracts and Insurance Presentation
User Guidelines for Contracts and Insurance

Contracts
When the district does business with any outside entity, a contract or purchase order (PO) between the district and the entity is required in order for work to begin and the entity to be paid. *All contracts must be signed and any required insurance documents must be in place before the work on the contract begins. Contracts are between the vendor and the District, not the vendor and the college.*

Contract Signatures
All district contracts must reviewed by the District Office and must be signed by a board authorized signatory – generally the Deputy Chancellor, the Executive Vice Chancellor or the Director of General Services sign district contracts. *Students, faculty or staff members, and administrators, including college presidents, are not authorized to sign contracts. If contracts are signed by non-authorized person, the District is not liable for payment and the party that signs the contract may be personally liable.*

Board Approval
All contracts are approved by the board as follows: Contracts with a value over the statutory bid limit must be formally presented to the board for approval. (The current bid limit is $84,100. The bid limit is adjusted at the beginning of each year by the state legislature. Construction contracts and some specific professional services are subject to higher bid limits). A board report summarizing the nature and dollar amount of the contract must be placed on the board agenda during one of its regular business meetings and a representative from the college should be on hand to answer questions from the board if any arise. Contract approvals may not be placed on a Board study session agenda.

Contracts for less than the statutory bid limit are ratified (approved after the fact) through the warrants report that is approved by the board throughout the year.

Standard District Contracts
The District maintains a library of standard contract or agreement templates for the most common types of business relationships. These templates contain all of the district's standard terms and conditions and insurance and indemnity requirements. The District's standard

contracts are shown in the following table along with a brief description as to when each type of contract should be used.

Table: Standard Contract/Agreement	Use
Standard Services Agreements	When a business is hired to provide services to the District. A business will typically have an Employer ID Number (EIN) for tax purposes. There are different agreements for services that carry different levels of risk.
Independent Contract	When an individual, not a business, provides services (not a product) to the District Independent contractors generally work for themselves. They do not have an Employer ID number and instead use their social security number for reporting income for tax purposes
Instructional Agreement	When the District is providing instructional services for an outside organization
Performance Agreement	When a person or group such as a musician, band or dance troupe is hired to perform for the District.
Facilities Use Permits *(on College websites)* *Cañada* *CSM* *Skyline*	When an outside organization desires to use college facilities. These permits are managed by the Colleges. College facilities are subject to the Civic Center Act as well as District board policy and administrative procedures. Information regarding these laws and internal policies is included in the facilities use permits along with many of the Districts standard terms and conditions.
Construction Contracts *(not available for download)*	The Facilities planning, maintenance and operations department also maintains a library of Construction contracts and Professional Services Agreements. These contracts involve relationships that are heavily regulated by public construction law and are developed and managed by facilities planning, maintenance and operations department. They are not available to the general college population.

Insurance

Insurance coverage is part of the District's risk management strategy. The district carries its own insurance, but vendors are also required to carry minimum insurance coverage for their business or their events. The coverage must be provided by financially sound insurance companies. The District must be added to the vendor's insurance policy by endorsement. These policies allow the District to transfer the appropriate amount of risk for a job or an event to the vendor's insurance. It is important to understand that insurance doesn't limit liability. It does represent the amount an insurance provider might cover, but claims for a particular event could potentially exceed the covered amount.

Required Coverage Types
Vendors and facilities users must be covered by *general liability insurance* and *auto insurance*. When a vendor or facilities user has employees, they also need to show proof of *worker's comp insurance*. The district also requires certain firms who provide specific professional services, like architects and engineers, to carry *errors and omissions insurance*.

The District has developed standards for insurance coverage amounts. These coverage levels were developed by District administration in consultation with the District's insurance providers. They reflect current insurance industry standards for commercial coverage. There are three levels of coverage based on the relative risk of the service to be performed.

Required Coverage Amounts
Coverage amounts are determined by the level of risk that an activity or event entails. The District and its insurance providers have developed some guidelines as to various services and their general risk categories. Consult the tables in the appendix for these risk guidelines to help determine whether the services to be performed fall into the medium or low risk category. The district has developed new standard service contract templates for low- and medium-risk services. Consult the District office for services falling into the default risk category.

G. Conference Attendance and Travel

All travel must follow the District's conference and travel policies. The policy and procedures provide specific details concerning method of obtaining approvals, payment for transportation expenses, lodging, meals, incidentals, overtime, insurance, documentation, and forms.

Board Policy 8.55 Conference Attendance and Travel
Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses
Administrative Procedure 8.55.2 International Conference and Travel Expenses

Conference Forms
Conference Advance Form
Statement of Conference Expenses Form

Section 2: Human Resources

1. Approval Process for Requests for Personnel

The college uses Program Review as the basis for identifying new and replacement positions.   Program Review is a tool used by Cañada College to determine how effective its programs and services are at helping achieve the college's mission and vision. Program review is implemented universally throughout the College on a biennial basis. Every two years faculty, staff and administrators evaluate various metrics of performance including student achievement data, learning outcomes assessments and other data to identify areas of strength, areas in need of strategic improvement, as well as areas of inquiry to which research resources might be applied.

All physical, financial, human, professional development and research requests are evaluated in the context of the most recent Program Review and for alignment with the appropriate institutional plans, such as the Strategic Plan and Student Equity Plan. By integrating resource requests with program review, the College makes strategic investments of its resources so as to achieve its goals, and ultimately, to improve its ability to meet students' academic needs.

Faculty, staff and administrators are able to include requests for new or replacement positions and justify their request through the Program Review document and a formal position proposal. All processes involve discussion by participatory governance bodies and culminate in recommendations to the President.

These processes are delineated in the Participatory Governance Manual as follows:

Process for New (General Fund) Fund 1 Positions

Process for Permanent Replacement or Changing Positions

Process for New and/or Replacement Grant- or Categorically-funded Positions [verify deletion per PBC 5/17/17, then delete]

Process for New Temporary Full-time Fund 1 Positions

Proposal Forms for New (General Fund) Fund 1 Positions:

Proposal form for new faculty positions

Proposal form for new classified positions

Annual Decision Cycles: 2016-17 Cycle

2. Hiring Policies, Procedures, and Forms

When hiring personnel, refer to the District Board Policies and Administrative Procedures. Forms and additional information can be found at the Human Resources link in the Downloads in the SMCCCD Portal.

Once a position is approved by the College's Planning and Budgeting Council and recommended to the President to move forward on the position, the department supervisor should work closely with the Human Resources office to develop a job description. Generic position descriptions are located in the Downloads folder for different types of positions.

Steps in the hiring process are detailed in the Administrative Procedures. Generally the steps include:

1. Once the Human Resources Office approves the job description, they will post the job announcement and recruit applicants.
2. The hiring manager will in the meantime work with the Academic and Classified Senate, and Human Resources, to bring together a screening committee.
3. The screening committee is responsible for developing a screening plan for review of applications, developing interview questions, conducting interviews, and recommending finalists for the hiring manager.
4. Hiring manager interviews the finalist and informs Human Resources of the selected candidate.
5. Formal notifications to Human Resources for hiring new personnel or any changes in employment must be made using the Personnel Action Forms.

Faculty

Board Policy 3.15	Employment Requirements
Administrative Procedure 3.15.1	Employment Requirements: Identity Documentation, Freedom from Tuberculosis, and Fingerprinting
Administrative Procedure 3.15.2	Minimum Qualifications and Equivalencies to Minimum Qualifications
Administrative Procedure 3.15.3	Faculty Hiring
Commonly Used Forms	Academic/Administrator Personnel Action Form Short/Temporary Personnel Action Form

Classified Staff

Board Policy 4.05	The Classified Service

Administrative Procedure 4.15	Employment Requirements
Administrative Procedure 4.15.1	4.15.1 Employment Requirements: Identity Documentation, Freedom from Tuberculosis, and Fingerprinting
Commonly Used Forms	Classified Staff Personnel Action Form

Other Employees: Student Assistants, Classified Staff Substitutes, Short Term, and Non-Continuing [add short explanation here on what these titles mean]

Board Policy 4.25	Employees Not Members of the Classified Service
Administrative Procedure 4.25.1	Employees Not Members of the Classified Service;
Administrative Procedure 4.25.2	Student Workers
Commonly Used Forms	Classified Short Term Temporary Personnel Requisition Form Student Assistant Personnel Action Form [link not working see if new form/link or if different process] Student Assistant Employment Rules

Stipend vs. Salary

Stipend vs. Salary Guidelines

Stipend Request Form

Labor Distribution

Any changes in effort that require adjustments in labor distribution must be processed with a Personnel Action Form (PAF). Labor distribution on permanent personnel is reviewed at least three times per year. It is reviewed during budget development in the spring, fall and spring semester after census by the Grant Administrator. If assignments change at any other time during the year, a PAF must be submitted ASAP to indicate that effort change.

SECTION 3: FACILITIES AND INFORMATION TECHNOLOGY SERVICES

Cañada College's facilities planning, maintenance and operations is centrally managed by the District Facilities Department. The District's facilities team provides custodial, grounds, engineering maintenance, facility planning, and construction management services to the college community.

A. Facilities Help Center and Work Orders

If something in a classroom, office, hallway, etc. needs repair, please submit a Facilities Helpcenter request on the District Facilities webpage. The Facilities Helpcenter Request form can also be found on the SMCCD District Portal Page , in addition to the Cañada College Administrative Services/Facilities page.

- Enter SMCCD username under Facilities Helpcenter
- Select the appropriate college
- Fill in information about the building, floor, room, other information, work requested, and attached any relevant photos
- Click "Submit"

Please click here for a step-by-step tutorial with screen shots for submitting a Facilities Request.

All work requests need to go through the Facilities Helpcenter Request form!
Facilities requests come in many forms. Listed below are a few common examples of work requests.

- Repair a door that sticks
- Change a light bulb
- Notify of a spill, leak, or pest
- Install a work-related office need (bulletin board, bookshelf, etc.)

For any of the emergencies listed below, please call Facilities at (650) 306-3276.

- Strong gas odor
- Major water leaks
- Overflowing toilet
- Unable to secure exterior doors
- Too hot/cold in temperature controlled lab
- Problems with cold boxes
- Damaged or missing Stop signs on campus
- Burning electrical odor
- Strange equipment noises
- Spills
- Stains/drops of body fluid such as blood, urine, excreta
- Broken glass

- Beeping alarms
- Hazardous materials
- Major obstructions in main entrance ways e.g. falling trees and or other obstructions

B. Information Technology Services (ITS) and Help Requests

The Information Technology Services (ITS) department is a centralized service organization at the District Office dedicated to providing information technology leadership, support staff, training, policies and procedures related to technology, strategies for the effective deployment and utilization of information technology, and assisting Cañada College, the College of San Mateo, and Skyline College, as directed, with local technology initiatives, projects, and planning.

The preferred method of contacting ITS is through a web service request. The request form is available on the SMCCCD portal page as well as on the ITS website (click on HelpCenter).

C. Providing Facilities and IT and Resources for New Employees

As a manager, one of your responsibilities is to provide new employees in your area with the access they need to technology, resources, etc. Employee access depends upon a manger's request to IT or facilities. New employees may need access to any or all of the following:
- Key(s)
- ID Badge and access
- Computer
- WebSMART
- Email
- Phone
- Office/Desk space

Requesting Keys
- Complete the Key Request Form for key requests including electronic access
- Use the name of the new employee at the top of the form
- Secure all required approval signatures
- Submit the form to Facilities

Requesting Technology
- Access the Information Technology Service Request Form Login.
- Click "Manager Request" and then "Create Request"
- Check the items the employee needs under "New User Needs the Following Services"
- Indicate whether you're the new user's Manager
- Enter the new employee's information and directory information
- Provide additional information throughout the form
- Click "Submit"

D. College Room Reservations for Meetings

The College uses Microsoft Outlook for scheduling meeting rooms on campus. The following provides explicit instructions on the process.   Reserving a Meeting Room in Outlook

E. Facilities Rental

Use of District facilities by College entities beyond the normal, routine operations of the College requires following the College's application policies and procedures that are noted on the Facilities Rental website for College Sponsored Events. College Sponsored Events

Below is a summary of the process.

a) Application: Use of District facilities by College entities beyond the normal, routine operations of the College requires submission of the Request for Use of Facilities form customized for Internal & Associated Students of Cañada College (ASCC) Events ONLY. A Checklist and Instructions assists employees to complete the customized form for internal and ASCC events.

b) Scheduling: The completed Request for Use of Facility form, including approval signatures, must be submitted to the Facilities Rental Office no less than 2 weeks (10 working days) in advance of the event date.

c) Approvals: Prior to submission to the Facility Rental Office, the Request for Use of Facility form must be approved by the appropriate supervisors and complete with their signatures.

d) Calendar Clearance: The Facility Rental Office will handle calendar clearance and arrangements per the information provided on the Request for Use of Facilities form.

e) Billing: All usage fees and charges for special arrangements or services, if any, will be billed immediately following the use of the facility. Future use of the facility may be denied if fees are not paid in a timely manner.

F. Custodial Services and Task Frequency

Task	Frequency	Task	Frequency
OFFICES AND CONFERENCE ROOMS		**RESTROOMS**	
Empty Waste Containers	D	Empty Waster Container	D/TD
Sweep, dust-mop floors	AD	Clean Disinfect Toilet's & Urinals	D
Dust Furniture and Flat Surfaces	M	Clean Mirrors	D
Damp-mop Floors	M	Clean partitions and doors	W
Spot-Clean walls, partitions and doors	M	Restock Soap and Paper Products	D

Task	Freq	Task	Freq
Vacuum Carpets	W	Sweep, Dust-mop/Damp mop floors	D
HALLWAYS AND CORRIDORS		Wet and Scrub Floors	M
Empty Waste Containers	D	Dust Vents	M
Sweep, Dust Mop Floors	D	**STAFF BREAKROOMS**	
Dust Flat Surfaces	W	Empty Waster Container	D
Clean Water Fountain	D	Sweep, Dust-mop floors	D
Auto-Scrub Floors	W	Damp-mop floors	AD
CLASSROOMS (Library, Theater, Conference Rooms)		Wipe table and seating	D
Empty Waste Containers	D/TD	Clean Kitchen Sink	AD
Sweep, dust-mop floors	AD	**GYMNASIUM**	
Damp-mop Floors / Vacuum Carpets	W	Sweep, dust-mop floors	D
Clean Whiteboards	D	Spot Mop Floors as needed	AD
Spot-Clean walls, partitions and doors	M	Auto-Scrub Floors	W
Dust Flat Surfaces	M	Clean Water Fountains	D
Empty Pencil Sharpener	W	Dust Flat Surfaces & Bleachers	SA
LOCKER ROOM AND SHOWERS			
Clean/Disinfect Shower room	D	**FREQUENCY CODES**	
Clean Drains	D	Twice Daily	TD
Sweep, dust-mop floors	D	Daily	D
Empty Waste Containers	D	Alternate Days	AD
Clean Water Fountain	D	Weekly	W
Dust Flat Surfaces	W	Monthly	M
Wet-mop/auto scrub floors	AD	Semi-Annually	SA

Note: The listed service intervals should be considered targeted guidelines and not absolutes. Tasks may vary depending on the current condition of space, response to unforeseen circumstances, emergencies and other unscheduled service requests.

G. Space Allocation

If you are in need of office space or ongoing space on campus to fulfill the program or project initiatives, please consult with your administrator or supervisor. The College has established practices regarding space allocation as described on its website. Space Allocation Website

H. Public Safety

Public Safety Officers on campus provide a variety of resources in-person and online in order to help serve our campus community and keep it safe. For specific resources and procedures for campus emergencies, please visit the District Public Safety webpage:

Cañada College's Public Safety Office is located in Building 09, Room 151.

Cañada College Public Safety Office Phone: 415-306-3420

I. Emergency Preparedness

Phone Numbers: Note when using any campus phone, you do NOT need to dial 9 first to get an outside line for an emergency 911 call.

Emergency:	911
Police:	911
Fire Department:	911
Medical Emergency:	911
Public Safety Department at Canada College:	(650) 306-3420
Health Services/Nurse:	(650) 306-3309
Facilities Planning, Maintenance & Operations:	(650) 306-3276
Multimedia and Computer Technical Support:	(650) 574-6543

Managers should print and keep in a convenient location Cañada College's Emergency Response Guide also referred to as a Waterfall Document that details the emergency response procedures in case of the following emergencies:

▪ Threat or Event of Criminal Behavior	▪ Flooding & Water Damage
▪ Bomb Threat	▪ Hazardous Materials
▪ Civil Disturbance or Demonstration	▪ Medical Emergencies
▪ Disruptive Student	Power Outages
▪ Earthquake Information	▪ Psychological Crisis
▪ Evacuation Procedures	▪ Shooter/Hostile Intruder/Lockdown
▪ Explosion	▪ Where to Pick up Students
▪ Fire	▪ Assisting Students with Disabilities

REGROUP - Emergency Text Message Notification

All Faculty, staff, and students are strongly encouraged to utilize REGROUP. This emergency service sends a District and/or College text message with notifications regarding any type of campus/district emergency, including live on-campus drills.

[Sign up for Regroup](#).