

## New Science & Allied Health Building

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Welcome to your new Science & Allied Health Building! This building has undergone extensive modernization to support Skyline's Science and Allied Health Departments. A complete interior renovation has been achieved to include new floor plan configurations with new acoustical treatments, flooring and paint plus new data, electrical, telecommunications and heating & cooling systems for all classrooms, support spaces and offices. Structural and exterior renovations completed include a seismic upgrade for a safer building, a new roof and exterior paint. Building 7 now meets program requirements to support Science, Math, Healthcare and Bio-Manufacturing course work to meet the needs of the next generation of students!

This project was funded with State and Measure A Bond funds. Total project costs included the following:

- ◆ Total Project Costs: \$12,606,139
  - Design: \$829,805
  - Construction: \$9,864,254
  - Furniture, Fixtures & Equipment: \$1,912,080

The completion of this project has finished the revitalization of the Science and Allied Health learning environments. We hope you enjoy your new facility!



## Ergonomic Furniture

Your comfort, safety and satisfaction are important to us. As part of the construction of Building 7 we've replaced outdated furniture with state of the art furnishings. Furnishings were selected based upon the requirements for each area of the building. Functionality, ergonomics, durability and ease of use for students and faculty were considered when selecting the furnishings and finishes throughout the building. Height adjustable desks, mobile storage units and ergonomic seating highlight the office furnishings while state of the art student desks with flexible comfortable chairs were chosen for the classrooms. The furniture vendor can schedule training sessions soon after you've moved in to assist faculty in adjusting the items to your specific requirements and help you understand how to get the most out of the new furnishings.

We are confident that you will realize immediate benefits from this new approach! Our furniture and fixtures coordination team, RMA Design Studios and KI Furniture Company, will conduct a post-installation assessment after you've used the furniture for about a month to review the effectiveness of the layouts, products and requirements.



# Getting into Building 7

The new state of the art security system in Building 7 has been designed to maximize security and convenience. The interior doors operate using both electronic and mechanical keys. The exterior doors have electronic locks that will automatically open and lock for scheduled building operational hours beginning on Thursday, January 15, 2009:

- Mon-Thu 7:00am -10:30pm
- Fri 7:00am-5:30pm
- Sat 8:00am-5:30pm

Individuals with electronic keys (also called a “fob”) with authorized access may present their e-key at the card readers at each building entrance and interior door outfitted with electronic locks to gain access during non-operational hours.

Electronic and/or mechanical key(s) to the spaces you need access to have already been requested by your Dean! If a request was submitted and you have not



*The grey key fob in this picture is an e-key*

yet received your device(s), please check on the status with the Facilities HelpCenter at Loma Chica – extension 4115.

To request access control devices, please submit a fully executed Key Request Form,

available at [http://www.smccd.edu/accounts/facilities/maintoperation/Key\\_Request\\_Form\\_Districtwide.pdf](http://www.smccd.edu/accounts/facilities/maintoperation/Key_Request_Form_Districtwide.pdf) to the Facilities Department via email attachment, fax it to 738-4113 or intercampus mail to “Skyline Facilities/Loma Chica”. You will be contacted by the Facilities Department when your device(s) are ready for pick-up, typically within 48 hours of the receipt of your completed request. Be sure to have all of the required signatures on the form prior to submittal to ensure a timely turnaround of

your request. If you have any questions about doors and/or keys, please contact the Facilities HelpCenter at:

- <http://www.smccd.edu/accounts/facilities/>
- Phone 738-4115

To learn everything you ever wanted to know about keys at SMCCCD, please go to <http://www.smccd.edu/accounts/facilities/maintoperation/KeyFAQs.htm>.



*This is an e-key proximity reader. Place your e-key in close proximity to the reader for after hours access.*

## Smart Class Technology



Building 7 has been outfitted with smart class technology. The ITS department has developed a site with useful information and instructions. Please use the following link to explore this great resource: <http://www.smccd.edu/media/sclassrooms.html>

Should you discover a problem or desire training, please submit an ITS Service Request, via <http://www.smccd.edu/ITServicesForm/> or call the ITS Help Center at extension 6543.

# Controlling the Temperature

The new state of the art digital controls system in Building 7 has been designed to maximize occupant comfort and indoor air quality, as well as ensure energy efficiency. You can make temporary temperature adjustments using the thermostats in each zone. More information about temperature and other indoor air quality parameters is available at <http://www.smccd.edu/accounts/facilities/FAQs.htm>.

*An Override Sensor lets you control the temperature in your area.*



# Indoor Environmental Quality



The design of Building 7 and the selection of furniture and architectural finishes were based on a wide variety of criteria, including IEQ factors to ensure that the building is a healthy and comfortable learning and working environment. To learn more about indoor environmental quality, please visit our web site at <http://www.smccd.edu/accounts/facilities/maintoperation/IndoorEnvQual.htm>.



## Request for Service

If you discover any issues with the facility or furniture once you've settled in or you need to place a request for additional items, please submit your requests via the Facilities HelpCenter at <http://www.smccd.edu/accounts/facilities/>. Requests will be reviewed and categorized as construction or furniture warranty issues, maintenance/repair service requests, or as additional scope requests. Requests will be collected and processed as follows:

Warranty Issues will be forwarded to the contractor or vendor for resolution. We will track resolution of each warranty issue and communicate with you periodically to provide updates.

Maintenance/Repair Service Requests will be handled by the Facilities Maintenance staff of Engineers, Custodians and Groundskeepers.

Additional scope requests are requests for changes to the building (think of them as "adds, moves, changes") or for additional

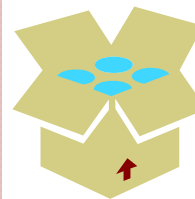
furniture, fixtures and equipment. As we receive these types of requests, we will develop a Skyline College Building 7 Report of Additional Scope Requests, which will be posted on our web site at <http://www.smccd.edu/accounts/facilities/maintoperation/>. Periodic updates to the Report will be posted.

**Please submit requests via the  
Facilities HelpCenter**

In order to receive and process additional scope requests in a timely manner, we would appreciate receiving your "new occupant" requests no later than March 12, 2009. Once we have a complete picture of the additional scope being requested and the estimated costs, we'll work closely with College Administration to prioritize and process the requests.

### **PACKING BOXES**

*Once you've unpacked your items, please flatten your empty packing boxes and place them for pick-up in the hallway outside your office only. Please do not place boxes in corridors or other main pathways. The boxes will be collected and removed periodically by Swinerton Management employees.*



**THIS PROJECT IS BROUGHT TO YOU BY:**

***Facilities Planning & Operations  
Information Technology Services  
Division of the State Architect***

**Architect**

***Steinberg Architects***

**Contractor**

***John Plane Construction***

**Construction Manager**

***Swinerton Management & Consulting***

**Furniture & Equipment Consultants**

***RMA Design Studios***

***Dovetail Decision Consultants, Inc.***

**Inspector of Record**

***CIS, Inc.***

A special thanks to all of the faculty, staff and administrators who contributed their time, effort and ideas to this project. Their involvement & input was critically important to the project's success.

## ***Facilities Excellence!***

Our mantra of "Facilities Excellence" is centered on team work and providing first rate quality, professional and responsive engineering, custodial, grounds, facilities planning & construction management services to the college community as well as the visitors to the District. The mission of the Facilities Planning & Operations Department is to ensure a safe, effective, and inspiring physical environment that supports and enhances the instructional mission of the San Mateo County Community College District.

### **We're On the Web!**

**<http://www.smccd.edu/accounts/facilities>**



## ***Skyline Facilities Maintenance Team at Your Service***

The Skyline Facilities Maintenance Team is here to assist you with physical facilities maintenance and operational issues. To learn more about the services that the Facilities Department provides, please visit our web site at <http://www.smccd.net/accounts/facilities/> and view FAQs about the Facilities Department available at <http://www.smccd.edu/accounts/facilities/maintenance/FPOFAQ.htm>.

Facilities Maintenance Service Levels: Our staffing levels dictate the basic services we're able to provide as part of our standard maintenance program. Our customers often wonder what services are provided as part of our

basic program, and what services can be provided above and beyond the basic services. To learn more about what you - our customers - can expect from us, please visit our web site at <http://www.smccd.net/accounts/facilities/> and view the information about Facilities Service Levels available at <http://www.smccd.edu/accounts/facilities/maintenance/Service Levels.html>.

The Facilities HelpCenter is our service request center that allows you to submit service requests on-line and receive emails that keep you apprised of the status of your request. For any facilities-related service requests, please go to our Facilities HelpCenter

at <http://www.smccd.net/accounts/facilities/>.



Skyline's Engineering Team and Facilities Operations Manager, from Left-to-Right: Tony Gulli, Bob Spacher, Richard Inokuchi, Jimmy Louie, and Tony Vassalle