

Building 6 News

Skyline's New Building 6 Student and Community Center

The new Student and Community Center will provide the college community a common place to gather, visit the Sky Café or go to the bookstore. The meeting center will remedy the lack of meeting venues on the campus and provide facilities available for use by the local community. Combined with the new Science Annex, which will replace much of the outdated existing science facilities, these buildings will add new and exciting design elements to the campus and create a welcoming gateway to the college.



This new Student and Community Center is truly a meeting destination. With 6 meeting areas seating 245 people, this fully-accessible gathering space has plenty of parking and easy access to public transportation. All of the meeting spaces are "smart", meaning they have wireless connectivity, digital projectors, audio systems, TVs, VCRs, DVDs and telephony. With Sky Café downstairs and an upstairs catering kitchen, conference catering is easy. Finally, the entire building is controlled with electronic access controls, making flexible access available without the challenge of retrieving keys.

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Ergonomic Furniture

Your comfort, safety and satisfaction are important to us. As part of the renovation of Building 6 we've replaced outdated furniture with state of the art ergonomic solutions, from height adjustable desks and mobile storage units to articulating seating . . . all

to fit your needs. The furniture vendor will schedule training sessions soon after you've moved in to assist you in adjusting the items to your specific requirements and help you understand how to get the most out of this new equipment.

We are confident that you will realize immediate benefits from this new approach! Our furniture, fixtures and equipment coordination team, Dovetail Decision Consultants, Inc. 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 6

The new state of the art security system at Building 6 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 Tuesday, January 14, 2006:

- Mon-Fri 7:00 a.m. to 10:30 p.m.

Individuals with e-keys and authorized access may present their e-key at



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

the card readers at building entrances and interior doors outfitted with e-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 supervisor! If a request was submitted and you have not yet received your device(s), please check status with the Facilities HelpCenter at Building 14 – extension 4115.

To request access controls devices, please submit a fully executed Key Request Form, available at http://www.smccd.edu/accounts/facilities/maintoperation/Key_Request_Form_Districtwide.pdf

www.smccd.edu/accounts/facilities/maintoperation/Key_Request_Form_Districtwide.pdf to the Facilities Department via email attachment, fax it to 738-4118 or intercampus mail to "Skyline Facilities/Bldg 14". You will be contacted by the Facilities Department when your device(s) are ready for pick-up, typically

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



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 turn-around 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>.

Your New Bookstore

Over the years, there have been several plans to build a new bookstore, but they never came to fruition. At last, the Skyline College Bookstore has a new home on the first floor of this new Student and Community Center – and it's a beauty! Please be sure to visit your new Skyline College Bookstore, located on the first floor of



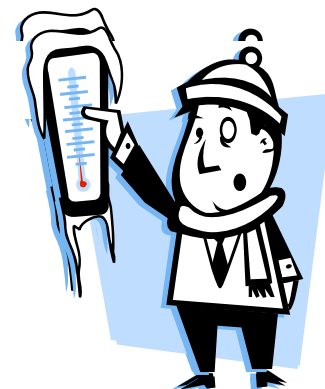
The Sky Café

Come on in and check out the new dining facilities at the Sky Café. Be sure to visit the food servery, the spacious and bright dining room complete with fireplace, as well as the coffee cart.

Controlling the Temperature

The new state of the art digital controls system at Building 6 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/maintoperation/TempFAQs.htm>.



An Override Sensor lets you control the temperature in your area

Indoor Environmental Quality



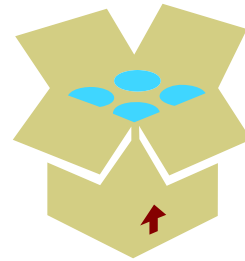
The design of the Student and Community Center and the selection of furniture and architectural finishes were based on a wide variety of criteria, including IEQ factors to ensure that the building is a healthy and comfortable learning and working

environment. To learn more about indoor environmental quality, please visit our web site at <http://www.smccd.edu/accounts/facilities/maintoperation/IndoorEnvQual.htm>.

Packing Boxes

Once you've unpacked your items, please flatten your empty packing boxes and place them for pick-up in the hallway nearest your space.

The boxes will be collected and removed periodically by Facilities Personnel.



Requests 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 Help-Center 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 re-

quests 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 6 Report of Additional Scope Requests, which will be posted on our web site at <http://www.smccd.edu/accounts/facilities/maintoperation/Sky6ReportOfAdditionalScopeRequests.htm>. Periodic updates to the Report will be posted.

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 16, 2007. 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.



Please submit service requests via the Facilities HelpCenter



San Mateo County Community
College District

General Information about Facilities Planning & Operations

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](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/maintoperation/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/maintoperation/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/>