

**San Mateo
County
Community
College District**

Building 9 News

Volume 1, Issue

June 2nd, 2007



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Cañada's Library & Student Resource Center



Building 9 is a comprehensive, integrated Library/Leaning Resource & Student Services facility at Cañada College. It will address the need for multiple student and instructional support systems to facilitate and enable effective learning as well as the consolidation of Student Services. This new building will house the library; media services; open-access computer labs for basic skills, computer science, ESL and foreign languages; and basic skills tutoring for reading, writing, and math. Building 9 will also provide for the consolidation of student service functions such as Admissions & Records, Counseling, Cashiering, EOPS, DSPS, Health Services, Financial Aid, and Security. The space will include a faculty resource center, teleconference center, faculty/staff offices, meeting rooms, and student lounge. In addition to providing modern Library and Learning Center facilities, it will become a new campus entrance that will tie Buildings 16, 17 and 18 into the main path of travel. It will serve as an accessible link between the upper parking area and the campus quad, three stories below. The building's elevator will make the steep transition far easier than the existing stairs and ramps it will replace.

Ergonomic Furniture

Your comfort, safety and satisfaction are important to us. As part of the construction of Building 9 we've replaced outdated furniture with state of the art ergonomic solutions, from height adjustable desks and mobile storage units to articulating seating .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 9

The new state of the art security system at Building 9 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, June 4th, 2007:

June 4 to June 15:

Monday - Thursday: 9:00 am - 4:00 pm

Friday: 9:00 am - 1:00 pm

Saturday and Sunday: closed

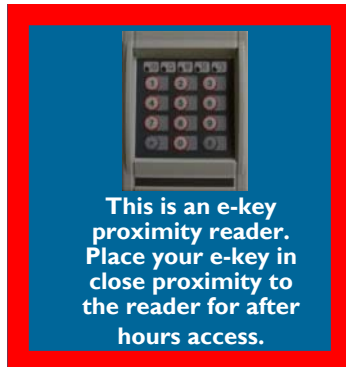
June 18 to August 10:

Monday - Thursday: 9:00 am - 9:00 pm

Friday: 9:00 am - 1:00 pm

Saturday and Sunday: Closed

Individuals with e-keys and authorized access may present their e-key at the card readers at building en-



trances 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 Dean! If a request was submitted and you have not yet received your device(s), please check status with the Facilities HelpCenter at extension 3276.

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 to the Facilities Department via email attachment, fax it to 306-3354 or intercampus mail to "Cañada Facilities/Bldg 1". 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

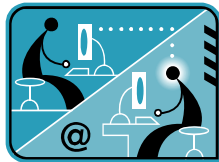
sure to have all of the required signatures on the form prior to submittal to ensure a timely turnaround of your request. If you have any questions about doors and/or keys, please contact the Facilities HelpCenter at:

- <http://www.smccd.edu/accounts/facilities/>
- phone 306-3276

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



Smart Technology



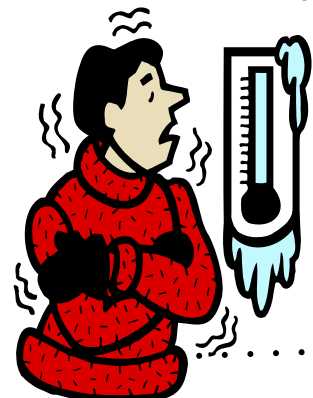
Building 9 has been outfitted with smart technology. Should you discover a problem or desire training, please submit an ITS Service Request, via <http://www.smccd.edu/ITServicesForm/>, or call the ITS Help Center at extension 6543.

Controlling The Temperature

The new state of the art digital controls system at Building 9 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

The design of Building 9 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>.

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 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, Custodi-

ans 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 9 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

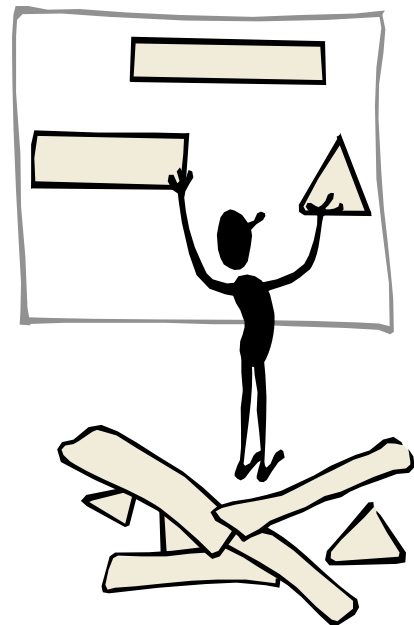
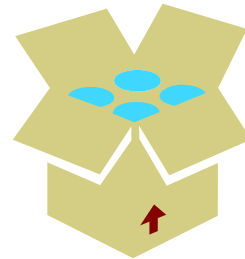
Report will be posted.

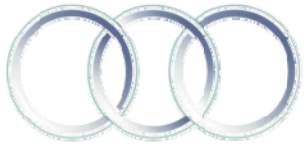
In order to receive and process additional scope requests in a timely manner, we would appreciate receiving your "new occupant" requests no later than August 15th, 2007. Once we have a complete picture of the additional scope being requested and the estimated costs, we'll work closely with College administration to prioritize and process the requests.

Please submit requests via the Facilities HelpCenter

Packing Boxes

Once you've unpacked your items, please flatten your empty packing boxes and place them for pick-up in the hallway nearest you. The boxes will be collected and removed periodically.





SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

We're On the Web!
[http://
www.smccd.edu/
accounts/facilities](http://www.smccd.edu/accounts/facilities)

General Information about

Facilities Planning & Operations

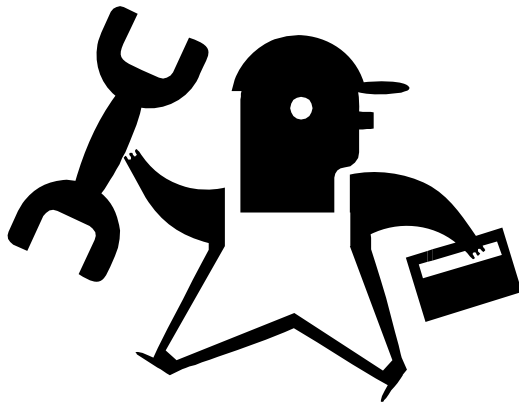
Our mantra of "Facilities Excellence" is centered on team work and providing first rate quality, professional and responsive engineering, custodial, grounds, facilities planning & construction management services to the college community as well as the visitors to the District. The mission of the Facilities 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.

Cañada Facilities Maintenance Team *at Your Service*

The Cañada 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>.

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.

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/>

