

EVC Operational Roles & Responsibilities

EVC COLLEGE FACILITIES	EVC CUSTODIAL	EVC GROUNDS	EVC CTSS	SJECCD MAINTENANCE	SJECCD Police Services
<p>Internal/external facility reservation requests:</p> <ul style="list-style-type: none"> Classroom Conference Room Gullo II MPR Outdoor Area <p>Classroom availability:</p> <ul style="list-style-type: none"> Classroom equipment Classroom schedule <p>Furniture, fixtures and equipment</p> <ul style="list-style-type: none"> District approved accommodations Tables, Desks & Chairs <p>Questions about campus emergency operations and safety:</p> <ul style="list-style-type: none"> Emergency Preparedness Team Support Safety & Facilities Committee <p>Questions about EVC campus operations:</p> <ul style="list-style-type: none"> Campus Construction Projects Protocols for campus access 	<p>Cleaning indoor facilities:</p> <ul style="list-style-type: none"> Bathrooms Classrooms Lobbies and hallways Offices <p>Cleaning the following items:</p> <ul style="list-style-type: none"> Air vents Carpets Ceilings Floors Light fixtures Mirror, windows, doors <p>Emptying garbage:</p> <ul style="list-style-type: none"> Bathrooms Classrooms and offices Lobbies and hallways Outside of Buildings <p>Insect control:</p> <ul style="list-style-type: none"> Cob-webs Spraying for ants/insects(indoors) <p>Internal/external Event Set-up:</p> <ul style="list-style-type: none"> Canopies Chairs Tables Indoor garbage cans <p>Moving furniture, equipment and cabinets</p>	<p>Oversite of grounds:</p> <ul style="list-style-type: none"> Athletic Fields Landscape (trees, lawns, plants, etc.) Fencing Irrigation/sprinklers Parking Lots/walkways Pond and Water Features Water valves <p>Emptying garbage:</p> <ul style="list-style-type: none"> Parking lots Outdoor trashcans Walkways <p>Outdoor pest control:</p> <ul style="list-style-type: none"> Rodents Spraying for insects 	<p>Oversite of Campus Technology:</p> <ul style="list-style-type: none"> Audio and video system Desktops Laptops Local Area Network Phone/voicemail Printers Projectors and videoconferencing <p>Student/staff log-in support:</p> <ul style="list-style-type: none"> Account unlock Canvas Password reset Self-Service (formerly MyWeb) <p>Installation:</p> <ul style="list-style-type: none"> Desktop/phone Hardware/software Printers <p>Network:</p> <ul style="list-style-type: none"> Network cabling VPN access Wireless coverage <p>Technology Support:</p> <ul style="list-style-type: none"> Classroom Computer labs Event/training 	<p>SJECCD Maintenance provides all EVC facility-related repairs and on-going maintenance.</p> <p>Building Maintenance:</p> <ul style="list-style-type: none"> Building Maintenance Elevator Repairs Gas/Chemical Odors Patch/paint Roof Leaks Scuffs or holes on wall Windows/doors/sliding doors <p>Electrical:</p> <ul style="list-style-type: none"> Breaker panels Fire alarms Interior/exterior lights Outlets, light switches etc. <p>HVAC:</p> <ul style="list-style-type: none"> Exhaust/fume hoods Heating and A/C Room temperature adjustments <p>Plumbing:</p> <ul style="list-style-type: none"> Clogged sink/toilet Drinking fountains/filters Faucet/Sink/toilet leak <p>Carpentry:</p> <ul style="list-style-type: none"> Flooring- tiles, carpet Mounting glass boards, pictures, shelves, etc. Vandalism 	<p>Provide Safety Services:</p> <ul style="list-style-type: none"> All incidents requiring police assistance Enforcement of Laws Crime reports Fire emergencies Investigations Medical emergencies Traffic accidents <p>Campus & Personal Safety:</p> <ul style="list-style-type: none"> Assistance and Safety escort Blue Light emergency phones Emergency Preparedness Investigations Rave Mobile Safety <p>Parking Information:</p> <ul style="list-style-type: none"> Parking enforcement Parking permits <p>Facility Access:</p> <ul style="list-style-type: none"> Alarm/Alarm codes Key requests Locksmith <p>Reporting Crimes:</p> <ul style="list-style-type: none"> Bicycle Theft Domestic Violence Graffiti Abatement Narcotics Activity Sexual Assault Stolen Vehicle
<p>Facilitron - Facility Reservation Requests: www.facilitron.com/evc95135</p> <p>Webpage: https://www.evc.edu/support-resources/student-resources/administrative-services/facilities</p> <p>Contact: Vince Cabada vincent.cabada@evc.edu</p>	<p>Submit a Work Order: https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=37165</p> <p>Webpage: https://www.evc.edu/support-resources/student-resources/administrative-services/custodial-services</p> <p>Contact: Vince Cabada vincent.cabada@evc.edu</p>	<p>Submit a Work Order: https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=37164</p> <p>Webpage: https://www.evc.edu/support-resources/student-resources/administrative-services/grounds-services</p> <p>Contact: Vince Cabada vincent.cabada@evc.edu</p>	<p>Submit a Work Order: https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceCatalog?CategoryID=9979</p> <p>Webpage: https://www.evc.edu/student-resources/administrative-services/campus-technology-support-and-services</p> <p>Contact: Ken Nguyen phong.nguyen@evc.edu</p>	<p>Submit a Work Order: https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=35440</p> <p>Webpage: https://sjeccd.edu/district-services/facilities/maintenance</p> <p>Contact: Art Rodriguez art.rodriguez@sjeccd.edu</p>	<p>SJECCD Police Station: (408) 270-6468</p> <p>Submit a Work Order: https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=50279</p> <p>Contact: LT. Raul Martinez Raul.Martinez@sjeccd.edu</p> <p>Chief Thomas Morales Thomas.Morales@sjeccd.edu</p>