

MEMORANDUM

January 17, 2006

TO: Campus, Division, Center and Department Administrators

FROM: Andy Burke, Campus Finance Officer

SUBJECT: Building Repair and Renewal Projects Request

The purpose of this memo is to formally request priorities for minor Building Repair and Renewal projects for 2006. DABCC has capital outlay funds available, primarily from the State of New Mexico, specifically designated for the purpose of renovation, repair, remodeling and infrastructure improvements. Although most of these funds are restricted to Building Repair and Renewal projects we are also requesting priorities for significant furniture renewal and renovation (ie. classrooms, labs, office suites). Requests could include, but are not limited to, such things as systems furniture renovation, painting, carpet replacement, instructional equipment reconfiguration, and minor remodeling projects. These funds can not be used to construct or furnish new space.

The intent of this process is to address building repair and renewal for space which is presently assigned within your areas of responsibility, although potential space reassignment that requires renovation should also be requested at this time. Each organizational unit should submit its requests or needs, with justification through appropriate channels to my office no later than **Friday, February 17**. Any cost estimates already prepared should be submitted along with a complete project description. Please identify the projects by building and room number. Projects will also be referred to the *College Facilities Committee* for input and recommendations, college-wide projects may also be included with priorities ultimately determined through the Executive Team. Completion of approved projects should be anticipated for the Fall 2006 semester. Feedback will be provided.

If there are any questions or concerns related to project requests please contact me at 7551, or Kathy Reddington (7604), Facilities Support.

Copy: Margie Huerta, Campus Executive Officer
Kathy Reddington, Facilities Support
GroupWise E-Mail to Everyone

| | | |
|---------------|-------------------------|------------------|
| Distribution: | Corina Gardea | Kathe Stark |
| | Anna Chieffo | Kelly Brooks |
| | Molly McGetrich | Lori Allen |
| | Carolyn Vandergiesen | |
| | Jerry Welch | Ike Ledesma |
| | J. B. Carrica | Gladys Chairez |
| | Susan Roberts | Larry Sharp |
| | Sylvia Nickerson | |
| | Carmen Aguilera-Goerner | Erlinda Portillo |
| | John Walker | Fred Lillibridge |
| | Mary Sletten | John Paulman |

Division
ABE

| Priority | Division POC | Campus | Room/Location | Request |
|----------|---------------|-----------|-----------------|--|
| 0 | Ms. Nickerson | Main | | New carpet in the Quintana Learning Center |
| 0 | Ms. Nickerson | Chapparel | | Install handicap parking spaces |
| 0 | Ms. Nickerson | Sunland | Learning Center | Systems furniture for ABE data tech |
| 0 | Ms. Nickerson | Main | 77 | Replace whiteboard |
| 0 | Ms. Nickerson | Chapparel | | Wireless internet access |
| 0 | Ms. Nickerson | Gadsden | | Expansion of front work station |
| 0 | Ms. Nickerson | Main | | Purchase roped theater dividers for Main campus. |

Business and Information

| | | | | |
|---|------------|-----------|---------|---|
| 0 | Mr. Walker | East Mesa | | Install teaching projector, station and lectern in rooms 121, 206, 208, 221, 222 |
| 0 | Mr. Walker | East Mesa | Various | Install wireless network access in rooms 113, 117, 119, 121, 203, 206, 208, 220, 221, 222 |
| 0 | Mr. Walker | East Mesa | Outside | Purchase outside furniture |
| 0 | Mr. Walker | East Mesa | 113/220 | Add ceiling mount for computer projector. |
| 0 | Mr. Walker | East Mesa | 214 | Cut down existing cabinets and add countertop. |

Computer Support

| | | | | |
|---|-----------|------|-----|---|
| 0 | Ms. Allen | Main | 110 | Install door between Personnel and Computer Support |
|---|-----------|------|-----|---|

Facilities Support

| | | | | |
|---|------------|---------|----------------|---|
| 0 | Reddington | Main | Various | Outside Furniture - 1 table, 2 benches |
| 0 | Reddington | Main | Main | Install redundant secondary chilled water pump (25Hp) |
| 0 | Reddington | Gadsden | Various | Outside Furniture - 4 tables |
| 0 | Reddington | Main | Classroom Bldg | Replace tile |
| 0 | Reddington | Main | Main | Replace 200 ton air cooled chiller |
| 0 | Reddington | Main | Health Bldg | Replace stairway carpet |
| 0 | Reddington | Main | Various | Re-upholster hallway chairs |

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|--------------|-----------|------------------|--|
| 0 Reddington | Main | Main NW Hallways | Replace accoustical ceiling |
| 0 Reddington | Sunland | Various | Outside Furniture - 3 benches, 1 trash can, 2 ash cans |
| 0 Reddington | Main | Various | Replace built up roof with single ply membrane |
| 0 Reddington | East Mesa | Various | Outside Furniture |
| 0 Reddington | Main | South Great Hall | Replace carpet and tile with ceramic tile |
| 0 Reddington | Sunland | | Furniture for SPEC conference room and commons |
| 0 Reddington | Main | 77 | Replace partitions (2) |
| 0 Reddington | Main | 98 | HVAC renovation |
| 0 Reddington | Main | Various | Lighting Retrofit |
| 0 Reddington | Main | Commoms | Renovate Commons area to include replacement of the flooring, accoustical ceiling and paint |
| 0 Reddington | Main | 108 | Renovate Room 108 area to include demolition/installation of walls and HVAC modification |
| 0 Reddington | Main | 122 | Replace cabinetry, paint, replace plumbing and electrical |
| 0 Reddington | Sunland | | Install 14 x 14 storage shed |
| 0 Reddington | Sunland | 112 | Replace Carpet |
| 0 Reddington | Main | North Center | Replace carpet Main Building |
| 0 Reddington | Main | Learning Center | Replace front hall tile |
| 0 Reddington | Main | 115-117 | Replace Carpet |
| 0 Reddington | Main | 109 | Replace Carpet |
| 0 Reddington | Main | 128 | Replace (12) mecury vapor lights (lighting is very poor) |
| 0 Reddington | East Mesa | Various | Window Treatments - New Addition |
| 0 Reddington | Main | 141 | Replace package unit |

General Studies

| | | | |
|---------------------|-----------|-----------|--|
| 0 Ms. Auilera-Goerr | Main | | Enclose cubicles to provide more privacy. |
| 0 Ms. Auilera-Goerr | Main | | Paint Workroom and mailboxes. |
| 0 Ms. Auilera-Goerr | East Mesa | Suite 203 | Purchase systems furniture for (2), Room 203A |

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|---------------|---------|-----------|---|
| 0 Ms. Sletten | Main | 181 | Install above counter storage locker (6 foot) |
| 0 Ms. Sletten | Main | 181 | Replace lab sink. |
| 0 Ms. Sletten | Gadsden | 122 | Replace sink |
| 0 Ms. Sletten | Main | 293B | Install door from 293B to hallway |
| 0 Ms. Sletten | Main | 283/285 | Remove "nurses stations" - give to EMS. |
| 0 Ms. Sletten | Sunland | 115 | Remove "nurses stations" - give to EMS. |
| 0 Ms. Sletten | Sunland | 115 | Install locks on 9 double door cabinets |
| 0 Ms. Sletten | Sunland | 115 | Addition of shelves and locking cabinets |
| 0 Ms. Sletten | Main | 281/291 | Install (2) outlets for treadmills |
| 0 Ms. Sletten | Main | Suite 190 | Separate temperature controls. |
| 0 Ms. Sletten | Main | 181/183 | Replace VCT - floor is cracking and buckling in several areas |

Industrial Technology

| | | | |
|--------------|---------|-------|-----------------------------------|
| 0 Mr. Retana | Main | 87/89 | Paint rooms 87 and 89 |
| 0 Mr. Retana | Sunland | 116 | Install industrial air compressor |

Library

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|--------------|------|---------|---|
| 0 Ms. Morris | Main | 260 | Add a partition wall and work surfaces adjacent to main entrance |
| 0 Ms. Morris | Main | 270/272 | Increase the size of Room 270 by removing and replacing the wall to Room 272. Will require removal and replacement of electrical and data in addition to the demolition and installation of a sheetrock wall between the rooms. |
| 0 Ms. Morris | Main | | Purchase (5) staff chairs |

Student Services

| | | | |
|---------------|------|---------------|---|
| 0 Ms. Taulbee | Main | CSSO's Office | Extend cubicle to include a door |
| 0 Ms. Chairez | Main | 115G | Convert Room 115G from break area to processing area. |

Student Success

| | | | |
|--------------|------|-----|--------------------------------------|
| 0 Ms. Garcia | Main | 83B | Relocate wall unit |
| 0 Ms. Garcia | Main | 83B | Purchase and install Bulletin Boards |
| 0 Ms. Garcia | Main | 83B | Install window in wall. |
| 0 Ms. Garcia | Main | 83 | Remove large screen TV and stand |
| 0 Ms. Garcia | Main | 83A | Install HVAC in Room 83A. |

Technical Studies

| | | | |
|-------------|------|------------|---|
| 0 Ms. Mount | Main | 122 | Replace chairs/stools (24 stools, 10 chairs) |
| 0 Ms. Mount | Main | 126 | Replace 18 chairs |
| 0 Ms. Mount | Main | 142 | Replace workbenches (6) and stools (24). |
| 0 Ms. Mount | Main | | Replace trapezoidal tables and chairs in Rooms 123, 125, 129, 131 |
| 0 Ms. Mount | Main | 121A and B | Convert 121A and B to one room (demo wall) for a computer lab. |
| 0 Ms. Mount | Main | 121 A-G | Paint offices |

| Status | Year | Cost | Comments |
|------------|------|---------------------|--|
| Pending | 2006 | \$0.00 | Canx - this has been requested under Facilities Support |
| Pending | 2006 | \$0.00 | County has been contacted for execution |
| Estimating | 2006 | \$3,200.00 | BRR? Tech currently has furniture but needs privacy, estimate for partitions requested |
| Complete | 2006 | \$700.00 | Can be accomplished via Facilities Support. Work request submitted 4/26/06 |
| Pending | 2006 | \$0.00 | Will require IT concurrence/support |
| Cancel | 2006 | \$0.00 | Recommend disapproval. Any expansion will impede ADA access. |
| Complete | 2006 | \$1,500.00 | Original request asked for 5 sets, decreased to Main campus only per Ms. Nickerson. |
| | | <i>Sum Of Cost:</i> | <i>\$5,400.00</i> |
| Pending | 2006 | \$36,500.00 | |
| Pending | 2006 | \$0.00 | Will need IT support/concurrence |
| Cancel | 2006 | \$0.00 | Canx - this request already addressed under Facilities Support request |
| Pending | 2006 | \$3,000.00 | |
| Pending | 2006 | \$1,200.00 | |
| | | <i>Sum Of Cost:</i> | <i>\$40,700.00</i> |
| Complete | 2006 | \$2,600.00 | Scheduled with PPD,6/16/06, WO 392,254 |
| | | <i>Sum Of Cost:</i> | <i>\$2,600.00</i> |
| In Work | 2006 | \$6,000.00 | PPD |
| Pending | 2006 | \$6,000.00 | Estimate |
| In Work | 2006 | \$3,500.00 | PPD |
| Pending | 2006 | \$5,000.00 | Estimate |
| Pending | 2006 | \$60,000.00 | Estimate |
| Pending | 2006 | \$5,000.00 | Estimate |
| Complete | 2006 | \$20,000.00 | scope of work change - salvage "good" chairs, replace bad with wooden benches. 6/16/06 - no wooden benches needed. |

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|----------|------|---------------------|---|
| Pending | 2006 | \$7,000.00 | Estimate |
| In Work | 2006 | \$3,000.00 | PPD |
| Pending | 2006 | \$62,000.00 | Estimated cost, 30,000 sq.ft @ \$200 per square |
| In Work | 2006 | \$3,500.00 | PPD |
| Pending | 2006 | \$20,000.00 | Estimate |
| In Work | 2006 | \$7,000.00 | Estimate in progress |
| Pending | 2006 | \$25,000.00 | Estimate - (2) 40' motorized partitions |
| In Work | 2006 | \$30,000.00 | Scheduled for Nov 06 |
| In Work | 2006 | \$90,000.00 | NMSU developing scope for bids |
| Pending | 2006 | \$95,000.00 | Estimate |
| Complete | 2006 | \$13,500.00 | Work scheduled to start May 06 |
| Pending | 2006 | \$50,000.00 | Estimate |
| Pending | 2006 | \$4,000.00 | Estimate |
| Pending | 2006 | \$2,500.00 | Estimate |
| Pending | 2006 | \$48,000.00 | Estimate |
| Pending | 2006 | \$4,500.00 | Estimate |
| Pending | 2006 | \$34,000.00 | Estimate |
| Pending | 2006 | \$3,000.00 | Estimate |
| Complete | 2006 | \$6,600.00 | PPD Work Request 4/26/06 388,935, scheduled for June 06 |
| Cancel | 2006 | \$3,100.00 | scheduling, window treatments under current construction contract |
| Complete | 2006 | \$7,000.00 | Unit failed, PO issued to Honeywell, ECD 6/15/06 |
| | | <i>Sum Of Cost:</i> | <i>\$624,200.00</i> |
| Complete | 2006 | \$3,000.00 | Recommend installation of partition extension to raise partition wall within a couple of inches of ceiling. This is more cost effective and eliminates need for HVAC mod. PO issued |
| Pending | 2006 | \$0.00 | Suggest accomplishment via Facilities Support Work Request. Facilities Support Work Request submitted 4/26/06 |
| Pending | 2006 | \$6,000.00 | |
| | | <i>Sum Of Cost:</i> | <i>\$9,000.00</i> |

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|----------|------|---------------------|-------------|---|
| Pending | 2006 | \$0.00 | | Nice to have. |
| Cancel | 2006 | \$0.00 | | Replacement will decrease ADA capacity - canx per Julia. |
| Cancel | 2006 | \$0.00 | | Replacement/removal of this sink will decrease ADA quantities in this room. |
| Cancel | 2006 | \$0.00 | | This is the hydrotherapy room that they want to convert to storage. |
| Cancel | 2006 | \$0.00 | | Stations can be removed but will require floor repair, electrical and Data removal. Unlikely we will be able to remove intact. |
| Cancel | 2006 | \$0.00 | | Stations can be removed but will require floor repair, electrical and Data removal. Unlikely we will be able to remove intact. |
| Complete | 2006 | \$0.00 | | Not BRR - can be accomplished via PPD work request. WO submitted to PPD, 4/26/06 388,933 |
| Cancel | 2006 | \$0.00 | | Canx per conversation with Ms. Sletten can be accomplished via PPD work request. |
| Complete | 2006 | \$2,500.00 | | Work Order submitted to PPD, 4/26/06 388,934, complete 5/24/06 |
| Complete | 2006 | \$10,000.00 | | Sun exposure causes major temperature extremes that are hard to control. Need to install additional VAV's or ductless split systems. Estimate requested from PPD, 4/26/06 388,936, scheduling |
| Complete | 2006 | \$0.00 | | Scheduled for July 06 |
| | | <i>Sum Of Cost:</i> | \$12,500.00 | |
| In Work | 2006 | \$0.00 | | Can be accomplished via Facilities Support. Work Request submitted 4/26/06 |
| Pending | 2006 | \$0.00 | | Recommend this be placed on hold until compressor size has been identified. Compressor has also been requested under equipment funds. |
| | | <i>Sum Of Cost:</i> | \$0.00 | |
| In Work | 2006 | \$1,000.00 | | Estimate in progress, scheduling |
| Pending | 2006 | \$5,000.00 | | |
| Cancel | 2006 | \$2,500.00 | | Not BRR |
| | | <i>Sum Of Cost:</i> | \$8,500.00 | |

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|----------|------|---------------------|---------------------|--|
| Complete | 2006 | \$2,500.00 | | Estimate in progress - IPR in progress |
| In Work | 2006 | \$11,000.00 | | Involves removal of cabinets, wall repair and systems furniture. Scheduling |
| | | <i>Sum Of Cost:</i> | \$13,500.00 | |
| Complete | 2006 | \$0.00 | | Can be accomplished via Facilities Support. |
| Pending | 2006 | \$0.00 | | |
| Cancel | 2006 | \$0.00 | | Nice to have. Window installation will only allow view of a small area in the room. |
| Complete | 2006 | \$0.00 | | Completed Mar 06 via Facilities Support work request. |
| | | | | Room currently has no heating and cooling. Will need to run an exposed supply and return or install a ductless mini split. Estimate requested from PPD 4/26/06, 388,929 (Scheduling) |
| Complete | 2006 | \$6,000.00 | | |
| | | <i>Sum Of Cost:</i> | \$6,000.00 | |
| Pending | 2006 | \$4,200.00 | | Current chairs are in very bad shape |
| Pending | 2006 | \$1,000.00 | | Current chairs are in pretty bad shape. |
| Pending | 2006 | \$3,000.00 | | |
| Pending | 2006 | \$24,400.00 | | \$6400 per room based on 30 students Estimate requested from PPD, 4/26/06 388,931 - Hold pending complete renovation of this suite |
| Hold | 2006 | \$6,000.00 | | Can be accomplished via Facilities Support. |
| In Work | 2006 | \$0.00 | | Facilities Support Work Request submitted 4/26/06 |
| | | <i>Sum Of Cost:</i> | \$38,600.00 | |
| | | Total Sum: | \$761,000.00 | |