

CCS Administrative Procedure

6.00.01-A Building Improvement Requests (BIRs)

Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, 434-5037

1.0 Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

Community Colleges of Spokane (CCS), recognizing the importance of providing and maintaining quality facilities and infrastructure to enhance the delivery of education and support services to the community, will provide for and operate its facilities in an effective and efficient manner. This includes periodic modification, enhancement, or improvements to those facilities/sites in support of delivery of services and to maximize functionality and safety of the work environment.

- 1.1 CCS will preserve its capital resources to both the maximum benefit of students and return on capital investment. Consistent with this priority, maintenance and operation work will be managed at levels needed to preserve capital investments. Non-maintenance work, including Building Improvement Requests (BIRs), is considered secondary to corrective and preventative maintenance activities.
- 1.2 The District Director of Facilities is responsible for administering this procedure.
- 1.3 All district facilities are subject to this procedure without exception.
- 1.4 BIRs and estimates will be performed on a full-cost recovery basis. Cost estimates using this recovery basis will be provided in advance of performing the work and work will only proceed with budget approving authority over the requesting unit.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 District Director of Facilities: the administrator responsible for Facilities Department.
- 2.2 Facility: a district owned or controlled property, building or component of that property/building. This may also include leased buildings and property per the terms of that specific lease.
- 2.3 Budget Approving Authority: the administrator or assigned representative identified within the department who oversees fiscal management and has the authority to approve expenditures for the specific budget chart string associated with the BIR or estimate.
- 2.4 Preventive Maintenance (PM): systemic inspection, detection and proactive correction before failure/breakdown develops into major defects. Includes tests, measurements, adjustments, parts replacement and cleaning performed specifically to ensure maximum operational benefit and preservation of capital investments.
- 2.5 Corrective Maintenance (CM): corrective, safety and/or regulatory work, including work that is identified through preventive maintenance inspections or employee observation, necessary to repair or replace facility components or equipment requiring immediate attention because functioning is impaired, or health and safety are endangered. Corrective maintenance supersedes all other categories of maintenance.
- 2.6 Building Improvement Requests (BIRs): Non-corrective work involving the modification, enhancement, or improvement of existing facilities/sites in support of service delivery, functionality, or safety of the learning/work environment.

- 2.7 Full Cost Recovery: all associated project costs including material, vendor, contractor, equipment rental and labor (salary and benefit) costs. Does not include associated overhead or Facilities owned equipment costs. Does include motor pool mileage costs.

3.0 Prioritization of Building Improvement Requests (BIRs)

- 3.1 BIRs will be prioritized by college/district leadership and relayed to the respective campus Director of Maintenance and Operations for planning and implementation.
- 3.1.1 Colleges may reprioritize existing BIRs as they desire or delegate to their respective Directors of Maintenance and Operations.

4.0 Processing of Building Improvement Requests

- 4.1 Each college/district department will submit BIR or estimate requests utilizing the electronic process on the Facilities website.
- 4.2 Colleges/district departments submitting a BIR must provide a valid budget number and approval before work will proceed.
- 4.3 Colleges/district departments requesting a preliminary cost estimate will:
- 4.3.1 Receive a Rough Order Magnitude (ROM) cost estimate. Internal labor costs reflect overtime rates but may be billed according to regular rates if work can be done during normal hours of duty. Estimates may include up to 10% labor contingency and up to 20% material contingency and includes applicable state taxes.
- 4.3.2 Cost estimates will be honored for 60 calendar days after estimate meaning the approving authority of the requesting department must approve the cost estimate within 60 days of receiving the cost estimate. Once approved, the estimate will be honored unless the delay is caused by entities outside of the control of the facilities department.
- 4.3.3 The budget approving authority or the requestor on behalf of the budget approving authority may approve/cancel the estimate or request consultation regarding possible cost reduction alternatives or re-scoping. Once approved, the project will be staffed and completed as prioritized by the college/district department or delegated authority.
- 4.3.4 If anticipated costs for improvement or repair are to exceed \$90k single trade and \$110k multi-trade, complete plans and specifications for the work shall be prepared and put out for public bid in accordance with RCW 28B.50.330. As such, the estimate will be deferred to Capital who will provide a rough estimate for Architectural and Engineer (A&E) fees to assist in project design if the requesting department would like to proceed. This will be an additional cost incurred to the requesting department.
- 4.3.5 Facilities management will monitor project costs and obtain authorization whenever project cost projections will exceed 10% of the approved cost estimate.

5.0 BIR Billing and Cost Recovery

- 5.1 BIR project billing will be done on a full cost recovery basis. Facilities will process a BIR chargeback (voucher transfer) report to be sent monthly to the accounting department. The unit's fiscal analyst will review the report to ensure accuracy and then authorize charges to the appropriate unit's budget.
- 5.1.1 Billing will be accomplished monthly for work completed the month prior.

- 5.1.2 Larger projects may be billed more often as dictated by pre-determined and/or unit authorized milestones, or where the cost of vendor, contractor, or material purchases warrant.

6.0 Preventive and Corrective Maintenance

PM and CM work is exempt from this procedure and will be accomplished by the processes outlined in Administrative Procedure, [6.00.01-B](#) – Preventive Maintenance and [6.00.01-C](#) – Corrective Maintenance, respectively.

7.0 Related Information

[BIR Chargeback Rates](#)

Originated: March 2008; revised August 2018; September 2020, June 2023
Cabinet approval: March 2008; September 2018; October 2020, June 2023