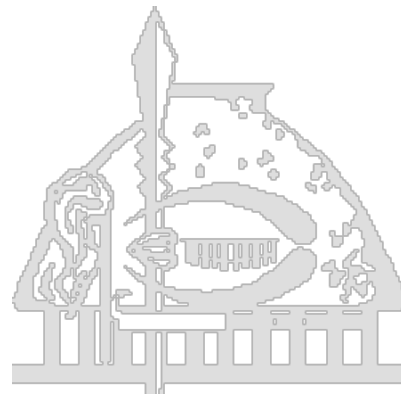


American Samoa Community College

Spring | 16

Divisional Assessment
Physical Facilities Management



American Samoa Community College
FY 2016 Divisional Assessment
Physical Facilities Management

Physical Facilities and Maintenance (PFM)

4. Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulauti ma matati'a ausia o le Manulauti a le Kolisi):

Text Responses

O le manulauti o lau matagaluega ma matatia ausia o le tumama lea I soo se vaega
Be honest at work
-The Custodial Services support the mission of ASCC by providing high quality services to the ASCC. -Prepare classrooms for usage daily -Prepare the walkways for safe usage.
O le aumaia lea o sapaia o mea tau vailaau ma pepa faletaele, o mea uma lava e faaoga e le au teufale.
As a security officer, we ensure the protection of ASCC of it's students, so they can focus on their studies. Protecting the faculty and staff so they can teach and not worry about any interruption.
By making patrols daily around campus and by making sure that all the students are in class and making sure the only college students are on campus.
To maintain building, classroom and all etc.
I think our mission is to improve the environment for a better and safe facility for the student and for all the employee. So I think the outcome of our mission is really help to support the institutions mission.
Because we are the Physical Facilities Management, we are the ones (Maintenance) to fix/repair everything for our college to make sure that every work maintenance is to improve the institution.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Security/Reception Office mission is to secured all of the ASCC property, maintain security duties and responsibilities and to handle reception work professionally

Physical Facilities Management support institution by taking care of classrooms, offices and all the facilities.

1. Serve and protect the campus, faculty, and students.

5. Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission (Faamolemole faailoa mai pe faapefea ona fesootai le manulauti a lo outou matagaluega/polokalama/vaega ma le manulauti o le Kolisi):

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	10 (71%)	4 (29%)	0 (0%)	4.11	14	1.29 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	11 (85%)	2 (15%)	0 (0%)	4.78	13	1.15 / 2
Research and extension in human and natural resources;	11 (85%)	2 (15%)	0 (0%)	4.78	13	1.15 / 2

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
(Saililiga ma le faalauteleaga I mataupu tau tagata ma punaoa faalenatura):						
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	11 (85%)	2 (15%)	0 (0%)	4.78	13	1.15 / 2
						1.19 / 2

1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau a le matagaluega/polokalama/vaega e iloilo ai le aogā o aoaoga ma tautua?):

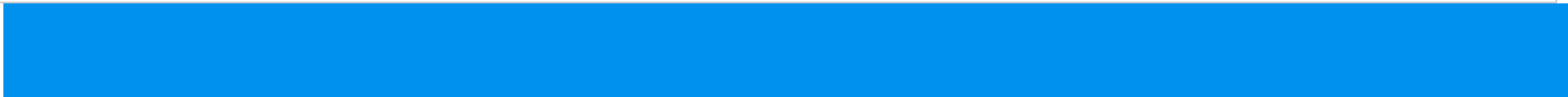
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (73%)	1 (7%)	3 (20%)	4.32	15

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

I am a new staff member
-Instructors and staff need to work together to support one another. -Custodial supervisor does daily inspections of classrooms and all facilities for safety and health issues.
Yes, because they need to know and understand what we are doing in school and if we're committed to work as maintenance.
Ioe, o le mea lena e aoga ai ripoti faalekuata.
A monthly meeting is a must for our department to get feed back on our duty.
O lea lava o loo faataunuu i masina taitasi aua le faalelei ina o galuega i totonu o ASCC.
Everyday we have short meeting to discuss some work to do.
Evaluation Surveys Trainings Workshops
assessment of facilities if it is safe to occupy or use.
Evaluation complicated



2. How does your Department/Program/Division support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?):

Text Responses

E ala lea I le faia o la matou pitolala
By providing adequate classrooms, hallways, library, labs and outside areas. The fale Samoa and the gymnasium for students' activities.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

We are very helpful to students because we mostly fix and repair what's been damage by students.
O le mama o potu aoga lelei nofoa ma kesi e faaoga e tamaiti.
We enforce the law of the campus and the consequences that follow will effect the graduation outcome.
O le galulue fautais o le ta'ita'i ma le au faigaluega.
We try to built some classroom to do their homework.
improved facility for student to have safe environment.
By fixing and repair everything like classroom. Repair of chairs, tables, white board, and also need AC unites to blow fresh air inside classrooms. Also for the boys/girls restroom and also inside building.
To better serve our students, we be sure that our Security/Reception operation operates professionally by securing any ASCC participants such as students, administration as staff and faculty.
by making sure the facilities are sage and clean for usage by the staff and faculty but also the students.
No comment



3. Check the following used for evaluating the effectiveness of the Department/Program/Division: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai,	9 (69%)	4 (31%)	0 (0%)	3.68	13	1 / 1

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Faamolemole faamatala.)						
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	9 (75%)	3 (25%)	0 (0%)	3.74	12	1 / 1
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	12 (86%)	2 (14%)	0 (0%)	5.25	14	1 / 1
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	8 (80%)	2 (20%)	0 (0%)	3.4	10	1 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	8 (73%)	3 (27%)	0 (0%)	3.3	11	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	12 (92%)	1 (8%)	0 (0%)	5.44	13	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	8 (73%)	3 (27%)	0 (0%)	3.3	11	1 / 1
Course Evaluation (Suesuega o	8	3	0	3.3	11	1 / 1

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Mataupu. Ioe pe Leai, Faamolemole faamatala)	(73%)	(27%)	(0%)			
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)	9 (75%)	3 (25%)	0 (0%)	3.74	12	1 / 1
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	9 (75%)	3 (25%)	0 (0%)	3.74	12	1 / 1
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	6 (60%)	4 (40%)	0 (0%)	2.49	10	1 / 1
						1 / 1

1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'aauau faaleleiga ona o faaiuga mai iloiloga?)

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (69%)	2 (13%)	3 (19%)	4.03	16

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

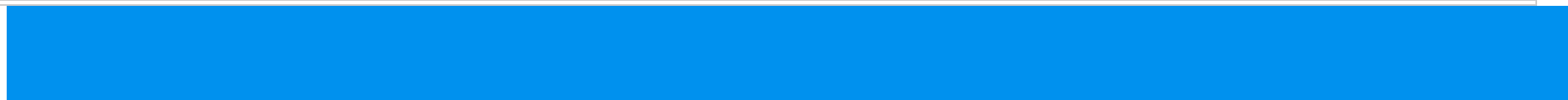
New Staff
Daily inspections of the work areas, can improve the deficiencies found daily for safety purpose. Job orders are them put into place for repair or orders.
Yes, things started changing for our department and it has improved.
Aua a Lear faaiuga ma iloiloga e le faataunuaina
We have job evaluations to improve performance doing our own job. We set goals to get better doing our job.
Not following the rules for ASCC
Ua mafai ai ona iloa mea o lo'o tutupu i le kolisi tu'ufa'atasi o Amerika Samoa. Ma mea e ao na malamalama ai le maant o le au faigaluega.
For every employees/staff/faculty, every year we have to have evaluation from HRO office, they send out forms to each departments for the employees evaluation form. They already have number 1,2,3 & 4 to see where are you standing at. That's why they review it every year on where you are at now.
PFM department to work with VP of Administration and Finance in regards to department improvements.
No Comment

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

2. What outcomes did these improvement help achieve? Please explain (O a ni matāti‘a na mafai e nei faaleleiga ona ‘ausia? Faamolemole faamatala):

Text Responses

The Human Resources Department is easy to access to all people to include the handicaps. The Admission and the Registrar are easy to find.
It can help students think that ASCC is better than any other school.
O le toe faaleleia lea o tulaga faatino o le aoga, aua alo ma fanau o le atunuu.
Better outcome to do our job
Helped me to communicate better with students and staff and know how to talk to people.
Nothing
Ua mafai ona faalelei mea o loo faaleagaina.
Is to see where are you standing at. 1. Okay - Your doing great/good 2. Average - Your in the middle of good-poor/improvement 3. Low - Needs to improve
PFM Department works closely with Finance Department in financing these improvements
No comment



3a. Where there any recommendations from the previous Divisional Assessment (2015) that were not completed/acted on in the past year? (Na iai ni fautuaga mai le Suesuega a le Vaega e le‘i mafai ona faia i le tausaga talu ai?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

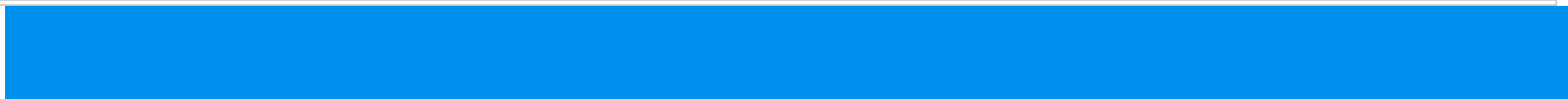
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (19%)	5 (31%)	8 (50%)	2.05	16



3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff
Oute le iloa ina
There are many things, like some building and classroom are not complete.
They did most of the things for FY 2016. They improve a lot of things last year. Keep up with the good work and move up and improve. Take it tot he higher level.
All was done



4. List significant achievements made to this Department/Program/Division over this past year (Lisi mai ni matāti'a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?):

Text Responses

New Staff
-Full staff -Both VP offices are in the new location -Human Resources is easy to access -Social Studies and Language & Literature are moved

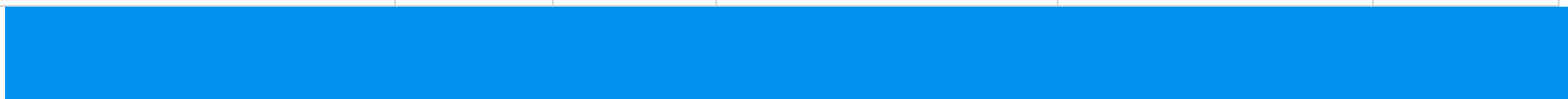
American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

- Repair Restrooms - Fixing pipe - Repair damage huts (paint)
- Excellent service - Good response time - Good customer service - Above and beyond the call of duty
Faalavelave i totonu o aoga ma le saogalemu ole afaigaluega ma fanau yoga.
1. Leadership meetings 2. Academic Affairs 3. Students Services 4. IE Division 5. Financial Aid 6. Admission 7. HRO office 8. TED/Education/CAPP (ELI)
Hired more new employees to the department to improve maintenance services Work closely with Finance Department in financing materials, equipments and needed supplies to better equipped facilities
- job orders are done in a timely fashion
No comment



1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aauau o le faaleleia o le Kolisi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	12 (86%)	0 (0%)	2 (14%)	5.25	14

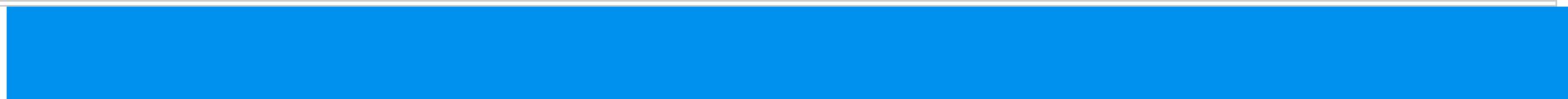


1b. Please explain (Fa'amolemole fa'amatala):

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Text Responses

Ona e tatau ona amanaia ma fa'aaoga polokalama tuuina mai e faiaoga ma tagata fa'agaluega I fa'aiuga foi mo le fa'aauau mo le fa'aleleia o le kolisi.
Some faculty voice their concern and the custodial services find solution to eliminate the deficiencies
Yes, because we motivate our department to be most improved most of the time.
Aua o le taua o le galulue faatasi
Every month the security evaluates it's goals. we have monthly meetings, that way we can see what needs to be done or what we need.
O le galulue faatasi ma faataunuu i porokalama au uma ona passa mai e ta'ita'i o le kolisi.
E talitonu le auauna o lo'o taliaina e matou matagaluega a tagata taitasi o la matou valga o le PFM.
For ASCC it would be so nice if every department get involve with the leadership team, with the whole college departments. By having meetings and discuss about each department or divisions work, so that way we can lend a hand to those who puts our reports together for accreditation. We can all put a hand and make it easier for IE division and for those who puts our report together.
by ensuring that the facility are safe for all
Many feedbacks from students and faculty.



2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (71%)	1 (7%)	3 (21%)	3.86	14

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Ona e tatau ona silafia taulai ai le faia o fa'aiuga mo le fa'atinoina o galuega.
The Department metes every day in the morning before the start of the day to discuss daily activities. And discuss supply shortage and equipment needed to improve the work force.
Oute le iloa
Our SOP folder is in our office for all officers to review.
Our department chief and staff always agreed on decisions to make things right and for the betterment of our staff.
Tele o taimi e nofo ponisa lava.
O le galuega mamafa lea isi a matou faatonu o loo fai i aso Gafa taitas o le faailoaina o mea o loo tutupu i totonu o le tatou kolisi nei.
Yes! My thinking is it would be nice to have everyone in their division with their inputs of what work they do and also what we need to do ins put some people from each department to attend meetings about our accreditation on what's going on at our ASCC. Then when those people finish meeting they can discuss it with the boss/staff and they can input their comments and take it to the leadership and they will be the one who puts everything together for our college when it comes the time for accreditation.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

during our morning briefing i regularly communicate all and any information to the staff

Yes.

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (69%)	1 (6%)	4 (25%)	4.19	16

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff

Daily log by the supervisor

Yes, most of the documents that are given out are pretty much organized.

O le ala lena e teu lelei ai faila o le kuata

All decisions are carried out from our chief to the supervisors to the rest of the security officers. we must carry out our duties.

We never know

O loo gasolosolo lelei pea faaiuga fai a si a matou matagaluega.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

From IE Division, they are the ones who's putting everything together for our whole college. when/what/time/meeting/setting up time.

Most likely so.

1a. Is the Number of personnel adequate to support your Department/Program/Division? (O fetau le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (38%)	7 (44%)	3 (19%)	1.7	16

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff

We have just hire two employees.

Yes, the amount of workers are good.

Aua o le galulue faatasi o le taua lena

We need more officers to fill in the gaps that are needed for night and swing shifts.

We need more security officers and equipments. This is an open campus. This facility is open 24hrs, we need more security officers to keep this facility safe 24hrs.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

We still need more people.
Tele gallega o fia faalelei ae peitai o lo'o pau le fainumera o le au faigaluega.
For PFM Department 1. Security -12 to 13 need 15 2. Ground keeping - 5 need 3 more 3. Custodian - 8 need 2 to 3 more 4. Maintenance - 10 need 2 to 3 more plumbing (spare) and electrician (spare)
Needed about two more security officers and one more for the landscaping crew
yes very supportive.



2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (73%)	3 (20%)	1 (7%)	4.32	15



2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Ona ua uma ona aoaoina ai I latou
Oute le iloa

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

We must qualify to fulfill this position. We must be able to perform our duty. We all have the ability to perform our duties.

Because some are hired by family members, some hire but do not know anything about the job.

E talitonu le taofi o loo iai tomai i tagata faigaluega aua le faatinoina o galuega.

As of right now, as for PFM department (4 sections) everyone can do the work and they can continue doing their good work and keep it up. But these are the things that need to continue to improve. 1. Be on time to work 2. Safety (Wear ID's) 3. Equipment/ Materials and supplies work number 4. Improve/Honest/Communications/Help one another.

yes of course

3a. Are all proper documentation (degrees, certificates, etc..) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (50%)	2 (13%)	6 (38%)	2.49	16

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Yes well organized
Aua ua tofu lava vaega o le kolisi ma le tiute tauave
Because if they hire somebody to take over the title or to do the job but he/she don't know anything.
O lo'o molimau pea o loo faia pea galuega a le susuga i le failautusi.
Yes! We should have every documentation/files and we should have it in our files. Especially when thing are needed and we should have it in our files at all time.
not sure

4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i leni vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (69%)	1 (6%)	4 (25%)	4.19	16

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Ona o se tulaga e tatau ai mo le tagata lava ia.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Yes they are aware with their own job.
Ina ia mafai ona tauleleia ai ta'ita'i o le kolisi ma ta'ita'i uma lava o matagaluega
What we discuss here in our office is always confidential
We have one priority to protect the students safety and well being. Making sure they are here for one reason, only to get an education.
If anything happen in some department, all of ASCC know what happened.
E tofu lava le valga me le tatou supervisor, ia o lo'o faia le a latou galuega o le faalogologo i le au faigaluega.
Yes! Everything should be confidential especially with HRO office and also with President's office/VP's office and other offices as well.
not sure if there is confidential

5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaaoga tataua e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulauti?):

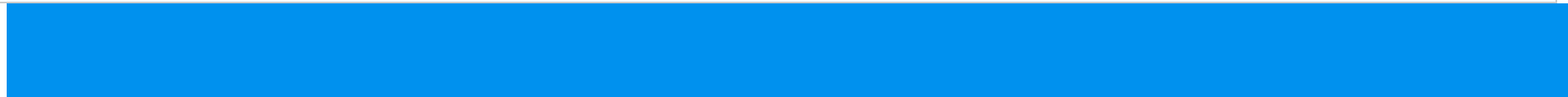
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	13 (93%)	1 (7%)	0 (0%)	5.91	14

5b. Please explain how it can be improved: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Text Responses

Ona o loo lelei le fa'atinoina o galuega
It can improve by working unison as one machine. All department work side by side to accomplish to accomplish the mission of PFM and ASCC.
Yes they have their own duties to deal with.
O lou iloaina o lau matafaioi faatino ma e lagolagoina ta'ita'i ae maise alo ma fanau a le kolisi o le aussi foi lena o le manu lauti.
Communication - Must be able to communicate to be able to do our duties.
O le faataunuu aoaoga i masina taitasi ma fonotaga.
By doing our working job order for each day.
O lo'o faamalosia pea e le matou matagaluega le lagolagoina o le matou manulauti ae mai se le manulauti a le kolisi.
By continuing these surveys, personnel evaluations and proper trainings and workshops for all ASCC personnel to deliver the mission and vision of the Community College
Handbook and laws



Are you a full time or Part Time employee?

	Full Time:	Part Time:	Responses
All Data	6 (100%)	0 (0%)	6

American Samoa Community College
FY 2016 Divisional Assessment
Physical Facilities Management



Number of Courses you teach:

Text Responses

Staff

none



Degrees, Coursework, and or Publications:

Text Responses

AS- Business Management

AS Degree in Trades

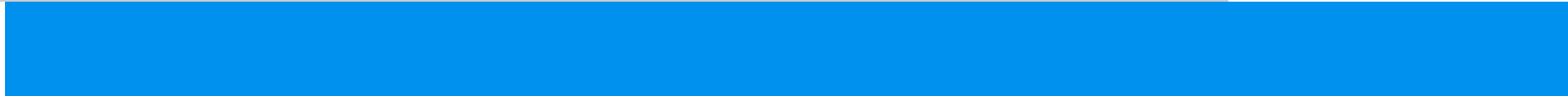


Other Qualifications not listed in previous question:

Text Responses

Reception/Secretarial/Clerk/Female Security

honorable retired in the Army



List involvement in college/instruction, community activities (i.e., club sponsorships, committees, boards, organizations, etc.)

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

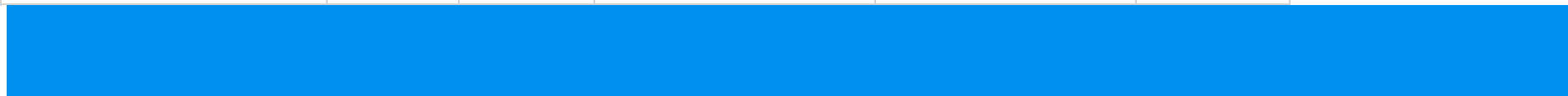
Text Responses

Security/Reception Office work
Security



1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le aufaigaluega o le matagaluega/polokalama/vaega i ni aoaoga a’o galulue ma isi aoaoga auā le alualu i luma?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (47%)	3 (20%)	5 (33%)	1.63	15



1b. If "yes", please list evidence (Afai e “Ioe” faamatala mai pine faamau o iai.):

Text Responses

E pei o le aoaoga lenei
Satisfaction on the ACCJC Inspections
Yes, workers and security takes ASCC classes.
O le ala lena e ala ai ona fai fonotaga a le aufaigaluega e ta'ita'i ina ai ma malamalama i matafaioi faalegaluega.
PFM do not know any of those program.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Attend workshops and trainings from the Human Resources Office Chief to attend Homeland Security meetings Security Officers to attend trainings locally when requested for such as EMS, DPS and other government agencies

need trainings

2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division? (O iai ni manaoga tau aoaoga e le'i faia mo le aufaigaluega a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (38%)	4 (25%)	6 (38%)	0.94	16

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

O aoaoga I le mea tau pui puiga o le saogalemu

No professional on chemical usage for the department. Not enough protective clothing for work.

Yes, because we still need more training for us to get more understanding for the job that we do.

Ona o a'u o se totino fou a le matagaluega nei ia o le ala lena o loo leiloa ina, o le mea e uiga i le fesili na faia mai.

Security/Reception Office needs to travel for oversea trainings to better improve the security and reception services

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

1. Upgrade staff development

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson, etc.)? (O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (56%)	2 (13%)	5 (31%)	2.87	16

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff

Annual Evaluation

Never have any kind of meeting in a year.

I've been working for ASCC close to four years now, I never have a evaluation that's why i answer no to that question.

No comment

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (71%)	1 (7%)	3 (21%)	3.86	14

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Ona ua uma o aoaoina
Evaluation always received one month before the month that the evaluation is due.
Yes, must be turned in time
Aua foi e tatou lava i vaega uma o le kolisi ona mulimuli i tulafono e pei ona fa'atulagaina.
Sometime, not following the ASCC policies.
O lo'o faamalosia e le matou matagaluega tulafono a le kolisi.
No comment

1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Ootoo mai se faamatalaga o ituaiga fale/potu o faaaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Text Responses

O le ofisa o le matou matagaluega e fai si laititi
Our department occupied the old bathroom facing the cafeteria. The space is small and there is no air con.
Maintenance office
The entire ASCC campus
O se ofisa ma se pots su'esu'e, ma se ofisa au tali telefoni.
E iai le talitonuga moomia e le matou matagaluega e toe faalelei o mea o lo'o fai ai le matou fonotaga is taeao taitasi.
Ware house Office
Security Office occupies all facilities such as classrooms and offices on campus
Office, storage room
Classrooms, Labs, Bookstore, and Gym.

2a. Are all facilities adequate to support the mission of your Department/Program/Division? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (36%)	8 (57%)	1 (7%)	2.87	14

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

E iai potu ua manaomia ona toe faleleia e pei o le lipeaina (Science Building)
Most of the supplies and equipment we store at different location throughout ASCC.
Need cameras and fences around campus
Fai lava sina vaiti o le ofisa ae o lo'o tele galuega o loo faataunu'uina i totonu.
We need a new warehouse or a new shop for us.
E le'o talafeagai le mea o lo'o matou faaogaina e le matou matagaluega le mea o lo'o faamautu ai nei.
N/A

3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega.):

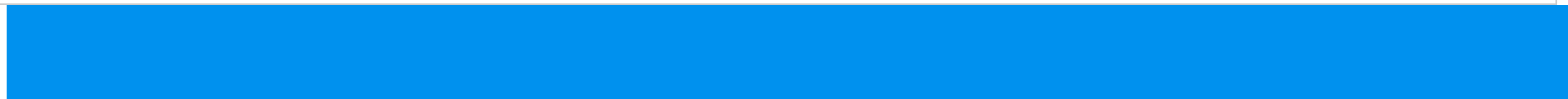
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (36%)	6 (43%)	3 (21%)	1.25	14

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

The stairs that goes from the hallway up to the Social Studies is very old. When we move desks and chairs, it is very narrow- the door upstairs swing onto the stairs.
Some lights around campus are not working also need fence posted around campus.
E manaomia le galulue fautais o le afaigaluega.
Some classroom need to be renewed.
Yes! We just need to make more classroom for teacher and students here at ASCC, because every year more students enter ASCC.
Disabled Students should serve at it's own Housing where there is a proper accessible spot to dropped off and to pick up Security/Reception Office should extend it's office where security officers should be comfortable with their own lockers and with their own computers to use for incident and reports purposes Security Housing should be three or four on campus at every angle to better improve the security services
Grouds



4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu, ma malupuipuia mo lenei matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9	2	2	3.3	13

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
	(69%)	(15%)	(15%)		

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

The institution is working toward improving the facilities. Our main concern is the drainage. The quad area has no drain from Room 8 to Room 20.
- Repair most of the classrooms - Take care the restroom and all office
O le ala lena ua faamalosia ai e le kolisi ia vaega taitasi i le faatino o a latuw matafaioi patino.
As an officer we serve and protect everyone n campus.
E lead lava ni porokalama o faataunuuina.
Sometime they have, sometimes nothing.
O loo tofu lava vaega taitasi ma a latou mea fai ai aoaoga.
By repair, maintain all the facility if needed.
Security assists in this matter.

5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?):

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (54%)	3 (23%)	3 (23%)	1.89	13

5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga):

Text Responses

E pei ona ou faiatu muamua e tatau ona faatele le ofisa.
Ona ua uma ona faaleleia ma teuina lelei
We still need more materials to do the work for them.
Ramp, wide door and hand rail.
Needed to build their own housing with proper parking zones and proper exiting and entering zones Housing should include all of the disabilities needs such as their own cafe, their own entertainment center and as well as their own nursery department
ADA access

6a. Are additional facilities required to support the Department/Program/Division? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (43%)	4 (29%)	4 (29%)	0.94	14

6b. If so, please list and explain (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai):

Text Responses

The Multi-Purpose building is when???
Ona ua tootle lava alo ma fanau o loo aga'i mai i le kolisi mo le sailiga o le atamai.
Bigger office
We still need a shop for tools, landscaping and AC units.
O lo'o mo'omia e la matou matagaluega se isi potu po se fale aua le faamaopopoina o a matou mea faigaluega.
Here at ASCC we need to provide more classroom for teachers and students because every year there is more students but needs more classrooms. Need to cut some of the offices and turn them into classrooms.
Reception Office Security Office Disability Housing Facilities and Maintenance Warehousing and Offices

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate (Ootoo mai meafaigaluega o loo faaaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai):

Text Responses

O matatioata e tali ai le pefu, e tatau ona iai mea e pupuni ai le isu ma le gutu mai le pefu. E tatau ona iai ma ni patete lapisi I totonu o potu aoga.
Trash bags, Trash cans, Blower, etc. They are adequate
We have no cart to move the trash bags from upper campus to the trash bins by the PFM headquarters.
- Drill, cutting, saw, extension cord, electric drill, battery drill, hammer drill, wheel barrow, shovel, crowbar, power wash is not enough for the job need more tools.
Ualesi Togiga Tavale golf
Yes, we still need a lot of tools for maintenance especially electrical tools.
Samala Sikukalaiva Fuavai Fua Toso Sioka Iaina Palaea Sikukalaiva Mata Fa
All hand tools Cement mixer Power wash Generator
Yes! Back here PFM Maintenance we do have equipments materials/supplies to do the work. but some time when the boys goes and do the work we don't have materials/supplies to do the work. So we use departments funds to get the supplies/materials to fix their office/building of what they need.
Security Carts Radio/Walky talky Flashlights Vests Cones All of these equipments are either less or damaged
all equipment that is needed for construction, electrician, plumbing
1. Golf carts 2. Radio 3. Flashlights Grounds crew Weedeaters Chainsaws Rakes wheelbarrows bush knives

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

2a. Are additional equipment required to support the Department/Program/Division? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	14 (93%)	1 (7%)	0 (0%)	6.38	15

2b. If so, please list and explain (Afai o lea, faamolemole lisi mai ma faamalamalama.):

Text Responses

O loo tuuina atu I tua I vaega muamua. EQUIPMENT
Extra hand carts to transport trash bags to the waste bins. One provide with a cart for this sole purpose. Blowers for clean up.
- Yes, need more equipment - Cutting saw, extension cord, electric drill, battery drill, small excavator, cement cutting saw
- More patrol vehicle - Flashlights - Bigger Office - Uniform
All tools that are needed. Small backhoe, roller hammer, mixture machine, cement cutter.
Table saw Skill saw Letter 9
It depends on what job or the work that the boys are going to do.
Needed more security carts Needed another reception system to better improve the reception services

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

3a. Does the Department/Program/Division account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (79%)	1 (7%)	2 (14%)	4.5	14

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Daily inventory in the evening and beginning of work.
Every three week and every month to do inventory for our tools.
O loo iai faapitoa lava le tagata e va'aia mea faigaluega a le matagaluega.
Yes! For equipments supplies/materials - supervisor is the one who double check with storage room to see if all or equipments are here. Mostly what supervisor issues to the boys for their work int he morning by checking out and checking back throughout the whole day goes back to the storage room. so he make sure everything is back.

4a. Does the Department/Program/Division account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le pui-puiga ma le faaleleia o ana meafaigaluega):

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (62%)	3 (23%)	2 (15%)	2.62	13

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Same as above
Most of the time the Boss/Supervisor always remind the boys with their own equipments/materials and supplies to bring to do their work with. Most of the time things that check out from storage room to help them with whatever work they are going to do on campus. So they must have everything at all time to do their work with everyday.
Needs more better secured equipments to store supplies and materials so to store all storages for the department.

5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaaoga i falefaigaluega poo isi kolisi ma iunivesite?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (50%)	3 (21%)	4 (29%)	1.7	14

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Our ASCC have some small equipment that are used but not like the ones in the higher level of institution.

Everything is the same. The most important thing is supervisor have to check/double check to see what is shot on hand and he's the one who goes and get quotes for the materials/supplies needed for work.

6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auunaga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	13 (100%)	0 (0%)	0 (0%)	6.13	13

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

There are more hi-tech equipment to better the custodian's job

There is a big need to improve or upgrade the equipment for improvement and easy for success.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Ina ia faaleleia atili ai le faamamaina o le kolisi mo lana manu lauti.
All our equipments need to be updated.
Toso se pa mole saogalemu ole kolisi
We still need more like other higher level institution.
Very much needed in the areas of securing and reception duties and responsibilities
upgrade supplies

1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (17%)	5 (42%)	5 (42%)	1.41	12

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

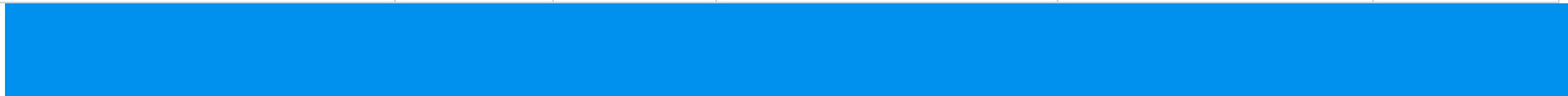
New Staff
Only through the Director
Only to our Department Officer and Chief officer to review budgeting

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management



2a. Are faculty/staff involved in Department/Program/Division annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?):

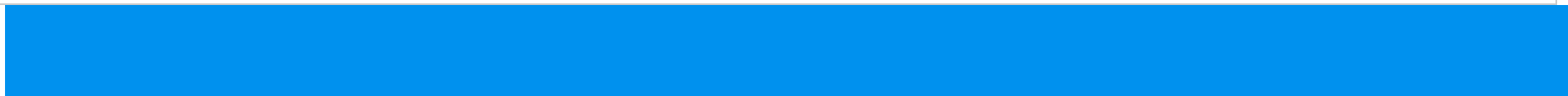
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	0 (0%)	7 (50%)	7 (50%)	3.3	14



2b. Please explain Fa'amolemole fa'amatala):

Text Responses

New Staff
Only the Director of PFM
We never know anything about that, we are blind.
Department and Finance only



3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

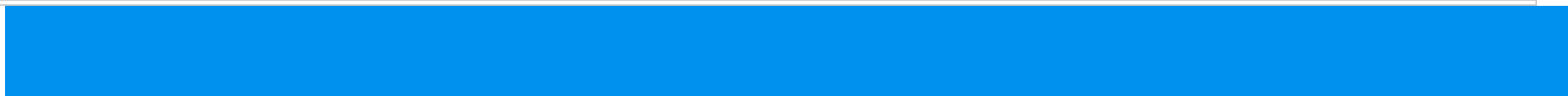
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (23%)	3 (23%)	7 (54%)	1.89	13



3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff
The department provide to the Director of the Division of PFM the need for improvement
Same as above
Budget Reports



4a. Is adequate financial support available to meet the needs of this Department/Program/Division? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (29%)	2 (14%)	8 (57%)	2.49	14



American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

4b. Please explain (Fa'molemole fa'amatala):

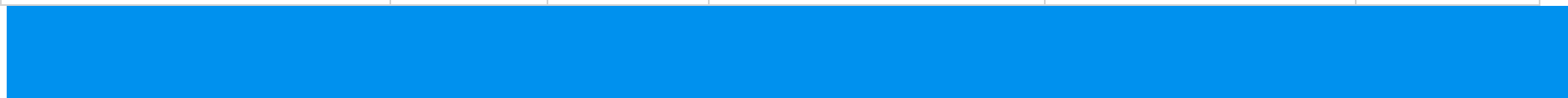
Text Responses

New Staff
Have no access into this report.
We still need
It's all about the financial people who's handling our budget(business office/CFO person who's controlling our money wise.



5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (54%)	0 (0%)	6 (46%)	3.09	13



5b. Please explain (Fa'molemole fa'amatala):

Text Responses

New Staff
Because we use to buy or get some materials for the job order that we need to do.

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

Yes! Use their budget for things for work and use wise of.

6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (33%)	0 (0%)	8 (67%)	3.27	12

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

New Staff

Yes! Every year we get budget. Each departments gets their own budget to use for their materials/supplies use for work. Need to manage money wisely and properly.

1a. Is technology used to improve student learning and services? (O faaaoga le tekonoosi e faaleleia ai aoaoga ma tautua mo tagata aooga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (58%)	2 (17%)	3 (25%)	2.16	12

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

- Land grant lab - SSS lab

Because we never use these

2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai	4 (40%)	4 (40%)	2 (20%)	0.94	10	1.8 / 3

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
vasega)						
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	3 (30%)	6 (60%)	1 (10%)	2.05	10	1.8 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	4 (40%)	5 (50%)	1 (10%)	1.7	10	1.7 / 3
						1.77 / 3

Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses

Oute le'o mautinoa iai

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aooga pe a mana'omia?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu Komepiuta)	8 (100%)	0 (0%)	0 (0%)	3.77	8	1 / 3
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	8 (100%)	0 (0%)	0 (0%)	3.77	8	1 / 3
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):	7 (100%)	0 (0%)	0 (0%)	3.3	7	1 / 3
Library (Faletusi):	9 (100%)	0 (0%)	0 (0%)	4.24	9	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	8 (89%)	1 (11%)	0 (0%)	3.56	9	1.11 / 3

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	7 (88%)	0 (0%)	1 (13%)	3.09	8	1.25 / 3
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):	8 (89%)	1 (11%)	0 (0%)	3.56	9	1.11 / 3
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi mau, ma isi):	7 (88%)	1 (13%)	0 (0%)	3.09	8	1.13 / 3
						1.08 / 3

American Samoa Community College
FY 2016 Divisional Assessment
 Physical Facilities Management

1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community? (i.e., Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaoioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aooga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (67%)	2 (13%)	3 (20%)	3.56	15

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

For our department as done janitorial work their are signs for the public to know what is as stake for safety.

1. The bathrooms throughout the campus have no exhaust ventilation to remove contaminated, foul smell or air from all these enclosure environment. There are four to seven toilet bowls and urinal for there usage. They provide discomfort to individual if they inhale for an extended period of time. 2. All we need some more money to install hand soap and warm air blower for usage of the individual. 3. Stairways to upstairs by the Social Studies department is very old and hard to move furniture up and down. The door upstairs into social Studies department swings open directly on the stairs. 4. We need to have a vermin or rodent control on the Campus. We need to prevent the entrance or harborage of rodents on campus inside each office areas. 5. Drain system at the quad area is very poor. The water rises and flow on to the hallways, some are very close to enter into the new Human Resources office.

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We already have some safety
We need it
PFM Maintenance (yes) our boss/crew we always have briefing 1. Every morning with their safety. So they are aware of everything about safety, protection among each person.