

# *IPC – Physical Facilities Sub committee*

*Strategic Focus  
Strategic Goals  
Strategic Objectives  
Performance Indicators*

Group Members:  
Mikaele Etuale, Facilitator / Reporter  
Anna Failauga, Reporter / Recorder  
Kenape Aumavae, Researcher  
Tavita Elisara, Researcher  
Faamasani Tuitasi, Researcher

# **Strategic Challenge**

*How will ASCC effectively maintain and develop its human & physical assets and its services to our internal and external stakeholders?*

- *New Construction*
- *Renovation / Repair*
- *Maintenance*

## **Strategic Focus**

*ASCC will effectively maintain and develop its human & physical assets and its services to our internal and external stakeholders through its institutional integrated Facilities Renovation Plan, Maintenance Plan, and 2020 Campus Facilities Plan.*

# Goal 1: New Construction

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will implement the existing facilities plan through formalized planning and plan schedule.</p>	<p>1. To construct the Multipurpose Facility, Fale Samoa, the ITT Building, Teacher Education Building, Fine Arts Building, Dormitories and the refurbished Malae to accommodate institutional programs that leads to the fulfillment of our mission.</p>	<p><b>1. Continue with the 2020 Campus Facilities Plan (CFP)</b></p> <ol style="list-style-type: none"> <li>1. Comply with Federal and Local requirements/regulations. (i.e.: permits, NEPA, EPA, building codes, etc)</li> <li>2. Comply with government procurement policies in terms of contractual &amp; bidding processes</li> <li>3. Comply with local safety and Administration of Disabilities Act (ADA) requirements.</li> </ol>	<p><b>1.1.1</b> Review the advantages (+) and disadvantages (-) identified in the 2020 CFP to increase the quality and availability of educational resources.</p> <p><b>1.1.2</b> Take necessary steps to complete the 2020 CFP.</p>
<p><u>Timeline</u> — Year 1</p>			

# Goal 1: New Construction

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will implement the existing facilities plan through formalized planning and plan schedule.</p>	<p>1. To construct the Multipurpose Facility, Fale Samoa, the ITT Building, Teacher Education Building, Fine Arts Building, Dormitories and the refurbished Malae to accommodate institutional programs that leads to the fulfillment of our mission.</p>	<p>1. Continue with the 2020 Campus Facilities Plan (CFP)</p> <p>2. Comply with Federal and Local requirements/regulations . (i.e.: permits, NEPA, EPA, building codes, etc)</p> <p>3. Comply with government procurement policies in terms of contractual &amp; bidding processes</p> <p>4. Comply with local safety and Administration of Disabilities Act (ADA) requirements.</p>	<p><b>1.2.1</b></p> <p>To coordinate with appropriate agencies to comply with necessary regulations for :</p> <ul style="list-style-type: none"> <li>● Environmental Impact Assessment (EIA)</li> <li>● Elevation certification</li> <li>● National Environmental Policy Act(NEPA) regulations</li> <li>● Public works permits/certificates / site plans</li> </ul>

Timeline —  
Year 1

# Goal 1: New Construction

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will implement the existing facilities plan through formalized planning and plan schedule.</p>	<p>1. To construct the Multipurpose Facility, Fale Samoa, the ITT Building, Teacher Education Building, Fine Arts Building, Dormitories and the refurbished Malae to accommodate institutional programs that leads to the fulfillment of our mission.</p>	<ol style="list-style-type: none"> <li>1. Continue with the 2020 Campus Facilities Plan (CFP)</li> <li>2. Comply with Federal and Local requirements/regulations. (i.e.: permits, NEPA, EPA, building codes, etc)</li> <li>3. <b>Comply with government procurement policies in terms of contractual &amp; bidding processes</b></li> <li>4. Comply with local safety and Administration of Disabilities Act (ADA) requirements.</li> </ol>	<p><b>1.3.1</b> Consult with the Procurement Officer/ASCC Legal Counsel on procurement policies regarding <i>bidding</i> processes.</p> <p><b>1.3.2</b> Consult with the Procurement Officer/ASCC Legal Counsel on policies regarding <i>contractual</i> processes.</p> <p><b>1.3.3</b> Implement the bidding process to its completion.</p>
<p><u>Timeline</u> — Year 1</p>			

# Goal 1: New Construction

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will implement the existing facilities plan through formalized planning and plan schedule.</p>	<p>1. To construct the Multipurpose Facility, Fale Samoa, the ITT Building, Teacher Education Building, Fine Arts Building, Dormitories and the refurbished Malae to accommodate institutional programs that leads to the fulfillment of our mission.</p>	<p>1. Continue with the 2020 Campus Facilities Plan (CFP)</p> <p>2. Comply with Federal and Local requirements/regulations. (i.e.: permits, NEPA, EPA, building codes, etc)</p> <p>3. Comply with government procurement policies in terms of contractual &amp; bidding processes</p> <p>4. <b>Comply with local safety and Administration of Disabilities Act (ADA) requirements.</b></p>	<p><b>1.4.1</b> Consult with ASCC Legal Counsel on Federal and local Safety and ADA requirements and compliance.</p> <p><b>1.4.2</b> Coordinate with contractor the implementation of safety and ADA regulations into the design and construction process.</p> <p><b>1.4.3</b> Conduct an awareness training for student/faculty/staff safety</p>
<p><u>Timeline</u> — Year 1</p>			

# Goal 2: Renovations & Repairs

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will improve our services through renovations by utilization and the allocation of resources to maximize productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p><b>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</b></p> <p>2. Prioritize renovation activities based on immediate needs identified.</p> <p>3. Develop a timeline for the completion of renovation activities.</p>	<p><b>2.1.1</b> Assess recommended renovations as identified in the PROS report.</p> <p><b>2.1.2</b> Arrange into categories the identified renovation recommendations from PROS.</p> <ul style="list-style-type: none"> <li>- Major renovation</li> <li>- Minor renovation</li> <li>- Beyond repair, need to be <i>new construction</i></li> </ul> <p><b>2.1.3</b> Establish and pilot test a Smart</p>

Timeline — Year 1

Classroom/Classroom



# Goal 2: Renovations & Repairs

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will improve our services through renovations by utilization and the allocation of resources to maximize productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p><b>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</b></p> <p><b>2. Prioritize renovation activities based on immediate needs identified.</b></p> <p><b>3. Develop a timeline for the completion of renovation activities.</b></p>	<p><b>2.1.4</b> Identify renovations for classrooms/labs.</p> <ul style="list-style-type: none"> <li>-Provide functional electrical outlets</li> <li>-Provide adequate lighting &amp; air conditioning</li> <li>-Expand the use of classrooms to distance learning</li> <li>-Upgrade classrooms/lab to accommodate students with disabilities.</li> </ul>

Timeline — Year 1

# Goal 2: Renovations & Repairs

Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will improve our services through renovations by utilization and the allocation of resources to maximize productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p><b>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</b></p> <p><b>2. Prioritize renovation activities based on immediate needs identified.</b></p> <p><b>3. Develop a timeline for the completion of renovation activities.</b></p>	<p><b>2.1.5</b> Identify renovations for offices.  <i>-Provide functional &amp; adequate lighting</i>  <i>-Provide adequate workspace</i></p> <p><b>2.1.6</b> Reclaim classrooms that have been converted to other uses as new construction allows.  <i>-Main Quad section</i></p>

Timeline — Year 1

# Goal 2: Renovations & Repairs

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will improve our services through renovations by utilization and the allocation of resources maximizing productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</p> <p>2. <b>Prioritize renovation activities based on immediate needs identified.</b></p> <p>3. Develop a timeline for the completion of renovation activities.</p>	<p><b>2.2.1</b> Develop a timeline on renovation activities based on immediate needs identified.</p> <p><b>2.2.2.</b> Implement renovation activities as prioritized in timeline.</p> <p><b>2.2.3</b> Identify and renovate an existing central room for multimedia center.</p>

# Goal 2: Renovations & Repairs

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will improve our services through renovations by utilization and the allocation of resources maximizing productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</p> <p>2. <b>Prioritize renovation activities based on immediate needs identified.</b></p> <p>3. Develop a timeline for the completion of renovation activities.</p>	<p><b>2.2.3</b> Inclusion of safety and accessibility into renovation activities.</p> <p><b>2.2.4.</b> Integrate appropriate departments into development of renovation activities (i.e. MIS for technology plan, Academic Affairs)</p>

Timeline — Year 1 ongoing thereafter

# Goal 2: Renovations & Repairs

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will improve our services through renovations by utilization and the allocation of resources maximizing productivity.</p>	<p>To upgrade our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services.</p>	<p>1. Identify renovation recommendations identified by the Program Review Overall Summary report (PROS).</p> <p>2. Prioritize renovation activities based on immediate needs identified.</p> <p>3. <b>Develop a timeline for the completion of renovation activities.</b></p>	<p><b>2.3.1</b> Implement the renovation timeline to its completion.</p>

Timeline — Year 1-3 and according to job

# Goal 3: Maintenance

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will effectively maintain its facilities and equipment to maximize productivity.</p>	<p>To upgrade our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non academic programs.</p>	<ol style="list-style-type: none"><li>1. <b>To review the existing maintenance plan</b></li><li>2. To conduct a review of all ASCC facilities</li><li>3. To involve internal stakeholders in the development of the comprehensive maintenance plan</li><li>4. To review records and other necessary documentation of work orders that pertains to facilities and equipment maintenance.</li></ol>	<p><b>3.1.1</b> To review the current air conditioning maintenance plan</p> <p><b>3.1.2</b> Review inventory of all air conditions on campus</p> <p><b>3.1.3</b> Review job orders of all work done on maintaining air conditions</p> <p><b>3.1.4</b> To include the air conditioning maintenance in the comprehensive maintenance plan</p>
<p><u>Timeline</u> — 6 months</p>			

# Goal 3: Maintenance

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will effectively maintain its facilities and equipment to maximize productivity.</p> <p><u>Timeline</u> — Year 1 and ongoing thereafter.</p>	<p>To upgrade our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non academic programs.</p>	<ol style="list-style-type: none"><li>1. To review the existing maintenance plan</li><li>2. <b>To conduct a review of all ASCC facilities</b></li><li>3. To involve internal stakeholders in the development of the comprehensive maintenance plan</li><li>4. To review records and other necessary documentation of work orders that pertains to facilities and equipment maintenance.</li></ol>	<p><b>3.2.1</b> Conduct a thorough count of all existing facilities</p> <p><b>3.2.2</b> Review job orders for all work done on facilities maintenance</p> <p><b>3.2.3</b> Integrate facilities in the comprehensive maintenance plan</p>

# Goal 3: Maintenance

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will effectively maintain its facilities and equipment to maximize productivity.</p> <p><b>Timeline</b> — Year 1-3 and ongoing thereafter</p>	<p>To upgrade our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non academic programs.</p>	<ol style="list-style-type: none"> <li>1. To review the existing maintenance plan</li> <li>2. To conduct a review of all ASCC facilities</li> <li>3. <b>To review records and other necessary documentation of work orders that pertains to facilities and equipment maintenance.</b></li> <li>4. To involve internal stakeholders in the development of the comprehensive maintenance plan</li> </ol>	<p><b>3.3.1</b> To conduct an inventory of existing equipment</p> <p><b>3.3.2</b> Review job orders on maintenance work done on heavy equipment.</p> <p><b>3.3.3</b> Integrate equipment in the comprehensive maintenance plan.</p>



# Goal 3: Maintenance

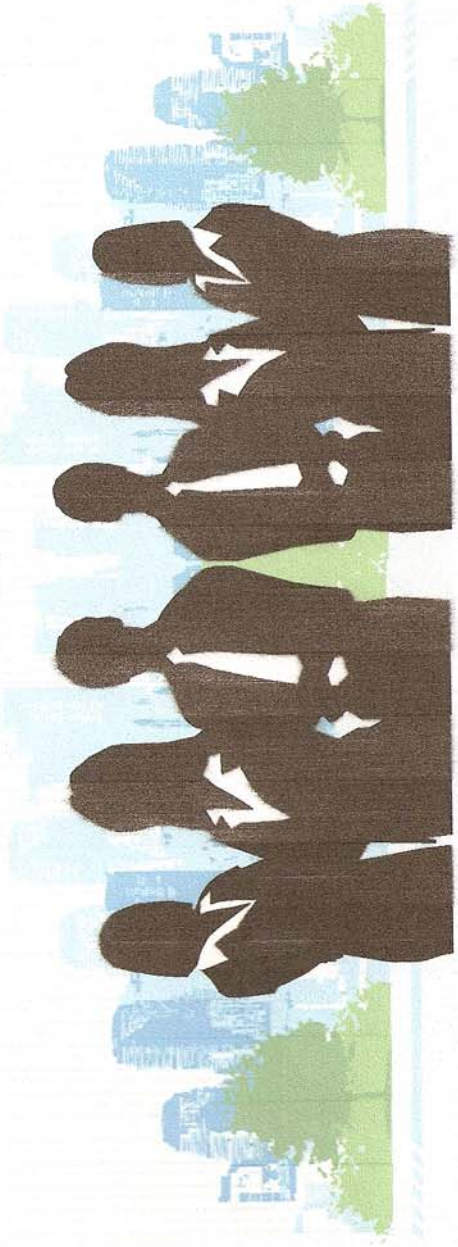
Strategic Goal #1	Strategic Objective	Performance Indicators	Action
<p>ASCC will effectively maintain its facilities and equipment to maximize productivity.</p>	<p>To upgrade our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non academic programs.</p>	<ol style="list-style-type: none"> <li>1. To review the existing maintenance plan</li> <li>2. To conduct a review of all ASCC facilities</li> <li>3. To review records and other necessary documentation of work orders that pertains to facilities and equipment maintenance.</li> <li>4. <b>To involve internal/external stakeholders in the development and implementation of the comprehensive maintenance plan</b></li> </ol>	<p><b>3.4.1</b> Identify an internal/external institutional committee to develop a comprehensive maintenance plan.</p> <p><b>3.4.2</b> Establish a timeline in the successful implementation and completion of maintenance plan.</p> <p><b>3.4.3</b> Continuous assessment of implemented maintenance plan.</p>

# Goal 3: Maintenance

<i>Strategic Goal #1</i>	<i>Strategic Objective</i>	<i>Performance Indicators</i>	<i>Action</i>
<p>ASCC will effectively maintain its facilities and equipment to maximize productivity.</p>	<p>To upgrade our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non academic programs.</p>	<ol style="list-style-type: none"><li>1. To review the existing maintenance plan</li><li>2. To conduct a review of all ASCC facilities</li><li>3. To review records and other necessary documentation of work orders that pertains to facilities and equipment maintenance.</li><li>4. <b>To involve internal/external stakeholders in the development and implementation of the comprehensive maintenance plan</b></li></ol>	<p><b>3.4.4</b> Identify areas for improvement in the continuous implementation of maintenance plan.</p>
<p><u>Timeline</u> — Year 1 and ongoing thereafter.</p>			

# **Physical Facilities & Maintenance**

## **Mahalo!**



### Subcommittee Members

**Mikaele Etuale, Facilitator/Reporter**

**Kenape Aumavae, Researcher**

**Tavita Elisara, Researcher**

**Faamasani Tuitasi, Researcher**

**Anna Failauga, Recorder/Reporter**