

120-05 CONTROL OF COLLEGE FACILITIES AND PROPERTY—PROCEDURE

1. PURPOSE

The purpose of this policy is to clarify that all Coconino Community College property is to be used strictly for College business, and allows limited expectation of privacy, as well as to clarify the limitations of access to prohibited materials in accordance with Arizona law. In addition, this procedure establishes best practices in controlling College-owned property, including maintaining attractive facilities, a safe working and learning environment and fiscal stewardship of taxpayer dollars.

2. PROCEDURE

1. Definitions

- a. College Facility (facility): Any structure which is legally owned and/or controlled by Coconino Community College (CCC).
- b. College Property (property): Any item purchased by and provided by CCC.
- c. Removal: Any disassembly, replacement or relocation of items installed by CCC personnel.
- d. Posting: The placement of any written materials inside of or on a College owned or controlled property or facilities.

2. Responsibilities and Guidelines

College Property

- a. The Executive Director for Facilities (Director) is responsible to maintain all College owned or controlled facilities, buildings, grounds, and utilities as may be necessary for business and educational operations. These responsibilities include control of furniture provided and installed within or on any College owned or controlled building, wall, door, office or classroom.
- b. All desks, files, lockers, vehicles, computers, including the campus electronic mail system and network access, telephones, other office equipment, and other College-owned property, together with the interior spaces in them, belong to the College, and employees have limited expectations of privacy. This property is subject to inspection by specified College personnel for purposes of inventory, cleanliness, maintenance, recovery of College property and other reasons determined by supervisory personnel at any time, without limitation.
- c. All property including, but not limited to land, buildings, facilities, equipment, vehicles, supplies or labor, belonging to the college or for which the College is responsible, is to be used solely for College purposes.
- d. The College has established district-wide furniture and equipment standards to ensure continuity of equipment and furniture and to ensure it is installed correctly and safely. Removal or dismantling of College owned property or equipment requires prior approval from the requester's supervisor and the Director.

- e. Painting of College property is to be performed by Facilities personnel only. Painting of College property is to be done only within established district painting standards.
- f. The College is not responsible for personal property on campus. Personal items such as pictures and decorations are the responsibility of the individual and may not be hung on any wall or window in a manner that causes holes or damage to College property. With approval of the Director or designee, items that will cause holes may be hung by facilities personnel.

Posting of Materials

- a. All College postings must be in accordance with Procedure 150-01(Public Relations) and Procedure and Procedural Guidelines 120-04 (Public Information Distribution and Limited Public Forum).
- b. If a document is not posted on a bulletin board, it must be posted with the use of tape that will leave no marking or residue and able to be completely removed.
- c. The Director or designee is required to ensure no obstructive items or documents are posted on any doors or windows. For purposes of security, no posters, documents or other items may be placed on office windows in such a manner as to restrict the view into the office. Exceptions will be made for statutorily-required notifications. CCC Security and law enforcement need an unrestricted view through windows:
 - 1. In an emergency situation.
 - 2. To determine whether a room is occupied or unoccupied.
 - 3. When speed is critical to mitigate a possible problem.

Classrooms

- a. The maximum capacity of College space is determined by state fire codes.
- b. Chairs may not be removed from one classroom and placed in a different classroom. If there is a temporary need for additional chairs, contact the Facilities department.
- c. Rearranging classroom tables, chairs and furniture may be done as desired by instructors to fit educational needs. Any classroom equipment that is relocated must be replaced in a specified classroom configuration at the conclusion of each class. Exception to this requirement may be when all instructors utilizing the classroom reach consensus on a different configuration. Written notification of this arrangement must be provided to the Director.

Furniture and Equipment

- a. The College will provide all furniture necessary to fulfill business and educational purposes. Use of non-College furniture is prohibited unless approved by the requester's supervisor and the Director.
- b. If the furniture or equipment is for an ADA or ergonomic accommodation, it must be approved by the appropriate College authority.

- c. Personal equipment such as coffee makers, refrigerators, microwaves and space heaters are regulated under Procedure 122-07 (Energy Conservation).

Technology

Use of CCC's technology resources must be in accordance with Procedure 140-01 (Acceptable Use of Technology).

3. BACKGROUND

1. References: Arizona Revised Statutes, Section 38-448
2. Revision history: 2/11/2015 (new)
3. Legal review: none
4. Sponsor: Facilities

Approved by College Council: 2/11/2015

COCONINO COMMUNITY COLLEGE