


6 - FACILITIES

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	Chapter 6 – Facilities
Administrative Policy	Facilities Philosophy POLICY 601


601 Facilities Philosophy

Lower Columbia College, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to our community, will provide for and operate its facilities in a safe, secure, effective and efficient manner. This includes establishing and implementing standards that ensure consistency, operational efficiency, safety, security, maintainability, and maximum utilization of those working and learning environments. These standards represent best use of state resources and are aligned with Lower Columbia College’s mission and values.

- Cabinet review: March 5, 2014
- Leadership Team Review (by email): March 3-17, 2014
- Campus Review: March 31-April 21, 2014
- Adoption by Leadership Team: 10-27-14

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Procedure 601.1A	Security Cameras: Approved Use and Design Standards	VP of Administration; and Director of HR and Legal Affairs
Security Camera Installation Request Form	Security Camera Installation Request Form	VP of Administration; and Director of HR and Legal Affairs
Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	VP of Administration; and Director of HR and Legal Affairs

	Chapter 6 – Facilities
Administrative Policy	FACILITY USE POLICY 605

605


Facilities Use

Lower Columbia College will provide for the use of district facilities over and above scheduled educational use to faculty, staff, and community groups and individuals, provided that the purpose of such use is in keeping with the best interests of the college and the public interest. Such use shall be subject to all state laws, rules, policies of the Board of Trustees, and to administrative procedures. Refer to [WAC 132M-136-060](#).

- **Replaces policy 801 approved 9/99**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator

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Administrative Policy	FACILITIES SCHEDULING, PROCEDURES and FEES POLICY 606


606 Facilities Scheduling, Procedures and Fees

Lower Columbia College shall establish scheduling, procedures and user fees for the use of college facilities.

- Replaces policy 801-8-1.5 approved 9/93
- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Approved 2/23/09

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator

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Administrative Policy	EMPLOYEE USE OF FACILITIES and EQUIPMENT POLICY 610

610 Employee Use of Facilities and Equipment


The use of college facilities or equipment by district employees for district-related work shall normally occur during approved operational hours. Any college facility or equipment used outside the normal operational hours for college-related work must be approved by an appropriate administrator. Such use shall comply with the state ethics law, [Chapter 42.52. RCW](#), and college procedure.

Use of facilities and equipment outside the employee’s normal work area may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety feature of the equipment and further that such use is in accordance with the above referenced laws and procedures.

- **Replaces policy 801-801.5 approved 9/93**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator

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Adm	Policy
	Chapter 6 - Facilities
	POLICY 620

Campus
Student Staff and visitors using Lower Columbia College’s parking facilities shall not park in designated “no parking” areas, such as fire lanes, driveways, walkway entrances, loading zones, or any area marked with yellow paint. Further, no one without a reserved parking sticker shall park in any space marked as “reserved.”

Private vehicles shall not be parked in areas designated for motor pool, and individuals shall not park in handicapped spaces without proper stickers visible in their vehicles.

Vehicles which are found in violation of the above restrictions shall be subject to citation, stationary abduction, or towing.

- **Replaces policy 802 approved 9/93**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
WAC 132M-116-010	Parking Regulations	VP Administration/Director of Facilities

Administrative Policy	MOTOR POOL POLICY 625

625


Motor Pool

The policy of Lower Columbia College will have passenger and fleet vehicles (referred to as motor pool) available and maintain in safe and operable condition. Motor pool vehicles will be operated by licensed drivers on official business for the College or college-related functions. The College motor pool consists of passenger vehicles and vans intended for general transportation, and trucks and specialized motor-operated equipment intended for general maintenance of and repairs to campus facilities.

- **Replaces policy 803 approved 1/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM)	Transportation	VP Administration/Director of Facilities

	Chapter 6 – Facilities
Administrative Policy	NAMING CAMPUS BUILDINGS POLICY 630

630

Naming Campus Buildings

The Board of Trustees will approve naming campus buildings based on guidelines it has adopted. Refer to [Board of Trustees Policy Governance, section 2.3](#)

- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**



635 CAMPUS SMOKE and TOBACCO FREE POLICY

Lower Columbia College prohibits smoking or other tobacco use, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college campus. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette, cigar, pipe, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew or snuff, in any form.

Smoking materials must be extinguished and properly disposed of prior to entering college property or exiting a vehicle. Improper disposal includes but is not limited to: spitting smokeless tobacco product, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit container).

All college employees, students and visitors are required to comply with this policy, which shall remain in force at all times.

- **Final Review/Approval by Leadership team via email June 9-20, 2014**
- **Demand to Bargain (WFSE) 5-19-14 – No Changes**
- **Approved by Leadership Team on 4-28-14 depending on Demand for Bargain**
- **Campus Review: March 4-24, 2014**
- **Reviewed by Leadership Team: 11-25-13 and 2-24-14**
- **Reviewed by Cabinet 11-20-13 and 2-5-14**

Resource/Reference/Procedure	Title	Unit Responsibility
		Director of HR and Legal Affairs

Historic Info

- 1st Campus Review 12/5/08 – 12/19/08:
- Adopted by the Cabinet and Leadership Team December 2008
- Implemented January 2009



Chapter 6 – Facilities

Administrative Policy

CHILDREN ON CAMPUS POLICY 645

645

CHILDREN ON CAMPUS

In order to provide an effective educational environment for adults and to ensure the safety of children on campus, Lower Columbia College has adopted the following policy concerning the presence of children on campus.

Persons who do not meet the criteria for adults under the law (adults are defined as over the age of 18 years or an emancipated minor) are restricted from campus or any facility used by the college unless they are 1) enrolled in a college class, 2) studying for a college class, 3) participating in a college event designated to include children, or 4) accompanying an adult student or College employee engaged in College business, such as registering for classes, paying tuition, attending class with the instructor's permission, or meeting with College personnel.

However, the following restrictions apply:

1. Children must be under the orderly and effective control of a parent or legal guardian at all times and must not disrupt students, staff, or class activities. Children without supervision may disrupt the educational process and possibly create a safety hazard for themselves or for others on the college campus.
 2. Children are prohibited from hazardous areas or other areas with significant risk of injury including, but not limited to, the chemistry labs, machine shops, weight room, and ceramics lab.
 3. Children are prohibited in areas where they might present a threat to equipment or materials.
- **Revised and Reviewed by the Cabinet and Leadership Team: April 2012**
 - **Campus Review: May 23-June 7, 2012**
 - **Approved by Cabinet June 13, 2012**

Historic Info.

- Replaces policy 805 approved 6/90
- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Approved 2/23/09

	Chapter 6 – Facilities
Administrative Policy	PETS ON CAMPUS POLICY 650


650

PETS ON CAMPUS

To provide an effective learning environment, a safe and healthy campus, and to prevent damage to buildings and grounds, Lower Columbia College requires all pets to be attended, leashed, or properly restrained while on the campus grounds. With the exception of Service Animals, animals are not allowed inside college-controlled buildings without prior approval of the appropriate vice president or designee in consultation with the director of campus services. Owners are responsible for the proper disposal of their animal’s waste.

- **Replaces policy 810 approved 8/08**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Approved 2/23/09**

Resource/Reference/Procedure	Title	Unit Responsibility
650.1A Procedure		VP of Administration - Director of Facilities

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Administrative Policy	DANGEROUS WASTE DISPOSAL POLICY 660

660 DANGEROUS WASTE DISPOSAL

Lower Columbia College follows a comprehensive [Dangerous Waste Management Plan](#) which meets or exceeds the requirements of [WAC 173-303](#).

All employees involved in dangerous waste generation, handling, storage and shipment complete training according to local, state and federal regulations.

- Reviewed by the Executive Leadership Team (Cabinet) 3-16-17
- *Reviewed by the Leadership Team 3-15-17
- *Reviewed by Union Management Committee 3-21-17
- *No recommended changes/approved for campus review
- Sent out for Campus Review 4-7-17 thru 4-21-17
- Leadership Team Review & Adoption: 4-24-17

Resources, References, Procedures, or contact information relating to this policy:

- [WAC 173-303](#) Dangerous Waste Regulations
- [LCC Dangerous Waste Management Plan](#)