



**Administrative Services**

**College Operations 2020-2023 Program Review**

**March 2023**

Questions/Purpose	Answers/Analysis
Department Name	College Operations
What is the Department Mission Statement?	<p>To create and support a multicultural learning environment.</p> <p>Custodial operations (including stakeholder event setup); Facilities Rentals; Furniture, Fixtures &amp; Equipment; Grounds/Landscape Maintenance operations; Postal (Mailroom) Services; and Printing Services.</p>
Name(s) of the author(s) of this report:	Jennifer Mahato, Director, College Operations
Reflection, Evaluation & Alignment to Mission	<p>Covid-19 has reinforced the department's ongoing commitment to intentionally reflect on and evaluate their processes in an effort to achieve their area mission and the mission of the college. The pandemic offered a unique opportunity to review the processes and collaborate with the college and district to offer more efficient services by utilizing technology tools. The department will continue to reflect on the services we provide with the continued goal of evaluating what is working well and building on those processes and addressing areas that have room for improvement.</p>
How has the department shifted the way in which it serves the campus as a result of Covid-19?	<p>During the pandemic, some departments were closed completely along with the closure of the campus. Some departments have since re-opened as part of the phased-in return to campus plan. The closure of campus impacted the fiscal health of our facilities rentals auxiliary department.</p> <p>The college operations personnel have been on campus for much of the pandemic attending to their regular duties and adjusting their work to accommodate COVID-19 mitigation. Specifically, the custodial has been performing COVID-19 related duties such as: preparing and cleaning spaces; ordering, stocking, deploying personal protective equipment "PPE"; and using additional cleaning supplies. The purchase and use of personal protective equipment for both custodial and grounds/landscape teams commonly referred to as "PPE" to minimize exposure to COVID-19 illnesses is the main way this department has changed. Scheduling support staffing levels and areas to align with the on-campus demand is another change, where we limit exposure and support as needed after exposures.</p>

<p>How does your department monitor and assess whether these shifts in the way the campus is served is meeting the needs of key stakeholders?</p>	<p>The shift of services has been largely dictated by Santa Clara County Health Department, the Centers for Disease Control CDC, as well as any requirements and standards of Cal/OSHA and our district's Board of Trustee policies. The college operations department is open and are following COVID-19 guidelines.</p> <p>Some faculty, staff and students have returned to campus with a significant decline in the number of face-to-face or in-person use of spaces limited. Scheduling the cleaning of spaces is dependent on the instructional needs and scheduling, with less spaces requiring daily cleaning due to no use.</p> <p>Increase activity in the rentals area, with the use of on-site facilities, points to the department meeting the needs of the stakeholders (both college and community at large) while the campus resumes some on-site instruction.</p> <p>Implementing tracking databases for the deployment of PPE (such as air purifiers, plexiglass) allows us to quantify the extent of support our department has provided to the campus. Increased deployment indicates more on-campus stakeholders.</p>
<p>What plans is the department making to adapt to ongoing uncertainty, either remaining in a predominately remote learning environment, or transitioning back to face-to-face delivery of services, or a combination of both, based on county health requirements?</p>	<p>De Anza college is implemented phased return-to-campus plans in response to the COVID-19 pandemic.</p> <p>Most college operations personnel have worked on campus for most of the pandemic. The department is mainly face-to-face and will continue to provide services to the campus based on the guidance of the Santa Clara County Health Department, the Centers for Disease Control CDC, as well as any requirements and standards of Cal/OSHA and Board of Trustee policies.</p> <p>College Operations has begun conversations with and analysis of instructional and support services scheduling to respond with staffing areas according to the reduced use of on-site built environments or facilities.</p>
	<p>Staffing</p>
<p>Have there been any significant staffing changes since the last APRU? If so, in what ways has it affected the department's ability to serve the campus?</p>	<p>Reduction in supervising staff, the loss of one (1) full-time grounds/landscape supervisor. The workload has shifted to the operations manager who is responsible for the custodial staff and now the grounds/landscape maintenance staff. The operations manager is now solely responsible for staff starting at 6am through 12:30am (18.5 hours per day), with additional staff working weekends (7 days per week). This significantly impacts the operations manager, custodial and grounds/landscape maintenance staffing directly, as well as the campus stakeholders.</p> <p>Reduction in mail room staff from full-time to part-time which impacts the level of service to the campus stakeholders. During COVID-19, the stakeholders increased their use of the mail room by mailing out items to students to support remote education; online education efforts will continue beyond COVID-19 and will continue to need additional support from mailing services.</p> <p>Reduction in full-time administrative support from printing services, the workload shifted to an existing administrative support position.</p>

	<p>Reduction in custodial staffing between 2004 and 2015 (see staffing history below). This reduction of staff has a direct impact on the cleanliness and appearance of the college and directly impacts the stakeholders. Some key areas such as classrooms, restrooms, locker rooms that experience a reduction of cleanliness, directly impact the quality of the environments for teaching and learning.</p> <p>Elimination of an Associate Vice President in 2020 and the workload shifted to a newly created lower level position, Director of College Operations, and the existing Vice President of Administrative Services position.</p> <p><u>Staffing History:</u></p> <p>In 2007 the staffing included: 1 x custodial manager, 1 x custodial supervisor, 5 x lead custodians, 23 x custodians, 2 temporary custodians for absence coverage. 1 x grounds/landscape supervisor, 1 x lead grounds/landscape, 9 x grounds/landscape maintenance.</p> <p>In 2022 the staffing includes: 1 x operations manager, 3 x lead custodians, 18 x custodians, 3 x maintenance (grounds/custodian), and 4 x grounds/landscape maintenance.</p> <p><u>Building Square Footage Increase:</u></p> <p>At the same time as the reduction of staffing between 2004 and 2015 there was an additional 336,696 building square footage brought online.</p> <ul style="list-style-type: none"> <li>• Kirsch Center for Environmental Studies (2005) = 22, 582 gross square feet</li> <li>• Registration &amp; Student Services (RSS) building (2005) = 46,748 gross square feet.</li> <li>• Science Center Complex (2004) = 47,109 gross square feet</li> <li>• Stelling Garage x 1,765 vehicles (2005) = 188,762 gross square feet</li> <li>• Child Development Center 2<sup>nd</sup> building = 5,237 square feet</li> <li>• Visual and Performing Arts Center (VPAC) building (2008) = 26,258 gross square feet</li> </ul> <p>The schedule of cleaning spaces has significantly changed after COVID-19 due to the significant decrease of on-site use of the facilities.</p>
<p>Are there any significant staffing changes that will be needed?</p>	<p>Yes, additional staffing is needed as described below.</p> <p>An additional eight (8) full-time staff in custodial to align with the minimum APPA level 5 of cleaning standards in educational environments; to meet higher levels of cleaning following the COVID-19 pandemic, an additional ten (10) to twenty-two (22) custodial staff are needed.</p> <p>An additional ten (10) full-time staff in grounds/landscape maintenance, including two (2) lead staff, four (4) maintenance workers, and four (4) entry level positions to align with the APPA level 4 of maintenance. Understanding that our grounds and landscape is the first point of contact our stakeholders have with the campus, it is critical that the level of maintenance aligns with the importance.</p> <p>In addition to staffing positions, there is a need for ongoing funding to support overtime rates of custodial and grounds/landscape team members directly related to activities outside of routine scheduled work in support of our stakeholder activities.</p>

An addition of one (1) full-time grounds/landscape supervisor to better serve the campus and support the grounds/landscape team, as well as support the increase of stakeholder on-site event setups and activities throughout the campus (both inside buildings and outdoors in fresh air environments).

An addition of one (1) full-time custodial supervisor to better serve the campus and support the custodial team throughout the varied shifts; custodial shifts start at 6am and end at 12:30am.

An addition of one (1) full-time special project coordinator position to be responsible for the tasks that have been decentralized from central service areas and passed onto the campus, an example includes surplus and asset tracking.

An addition of one (1) full-time administrative assistant position to support the custodial and grounds maintenance operations manager. In addition, this would provide a redundancy in daily operations administrative support is necessary to effectively support stakeholders during vacations, illnesses, and other leaves of absences. Currently there are no redundancies in our operations, which directly impacts the stakeholders.

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Custodial Operations:

Currently, there is one (1) operations manager who is split between custodial and grounds/landscape; three (3) lead custodians; eighteen (18) custodians.

- Total existing assignable square footage and non-assignable square footage (restrooms, hallways, etc.) = 778,457 square feet
- Total existing number of custodians = 21 persons
- Total square footage per custodian 37,069 square feet per custodial staff

APPA standards, five levels of cleaning standards according to the Association for Higher Education Facilities Officers:

- Level 1 (Orderly Spotlessness) = 778,457 sq/8,500 Level 1 standard = need 92 custodial staff
- Level 2 (Ordinary Tidiness) = 778,457 sq/17,863 Level 2 standard = need 44 custodial staff
- Level 3 (Casual Inattention) = 778,457 sq/18,200 Level 3 standard = need 43 custodial staff
- Level 4 (Moderate Dinginess) = 778.457 sq/25,425 Level 4 standard = need 31 custodial staff
- Level 5 (Unkempt Neglect) = 778,457 sq/26,625 Level 5 standard = need 29 custodial staff

The APPA levels are determined using square footage of room specific information (such as floor finishes, specialty cleaning areas such as labs, etc.). The level used here is an average based on our common room types throughout the campus.

Currently we are eight (8) custodians below the lowest level, Level 5 (Unkempt Neglect), in the APPA standards for educational environments.

Stakeholder impact:

1. The interior environment of our buildings is part of the daily interaction that campus stakeholders have, every day. When the areas are not cleaned properly, it negatively impacts the way people see, think about and interact with our campus, which directly relates to student enrollment and retention.
2. Being below the lowest level of staffing needed means we have no ability to support all the areas daily.
3. Being below staffing levels means that there is no backup or redundancy to address staff who are on vacation, sickness, injury or other type of leave. This impacts the stakeholders with areas not cleaned due to lack of staff; it also impacts the custodial team at large with larger workloads when team members are missing work, which leads to further injuries or illness. This is not a sustainable practice in any area, but it is amplified in areas of work with hands-on, physical tasks such as custodial operations.
4. The continued request for additional cleaning and set ups for special events directly impacts the ability to clean other areas on campus. The department must reduce the cleaning services to stakeholder classrooms, restrooms, common spaces, offices, etc. to provide the cleaning service and set up for a special event.
5. Weekend college classes and activities affect the overall custodial department's ability to provide quality custodial service due to an increased high-volume use of campus facilities on weekends. The department currently has staffing for Tuesday-Saturday to help support the weekend classes and activities and assigns overtime to clean for weekend college classes, when necessary. Overtime is not a sustainable practice with physical labor work such as custodial duties, it leads to injury and sick calls which impact regular routine work.
6. Assignment of overtime is an impact to the college operation's budget, when not augmented with budget like it is done with rentals.
7. The added cleaning details related to mitigating the spread of the COVID-19 and flu virus. Since 2020, cleaning products and equipment has increased the length of time it takes to clean spaces. Example: the use of disinfectant foggers mean extra task with a wait time before cleaning, this means staff is entering spaces more than once as they fog and then come back to complete the cleaning.

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Grounds/landscape Maintenance Operations:

One (1) operation manager who is split between grounds/landscape maintenance and custodial; four (4) grounds/landscape, and three (3) maintenance workers. The maintenance workers assist in custodial duties to fill in vacancies related to sickness, vacations, leaves, etc.; as well as back up custodial operations in performing set ups for stakeholders' activities throughout the campus.

- Total existing grounds (minus building footprints) = 77.85 acres
- Total existing campus site = 112 acres
- Total acre per staff = 11.12 acres (when all 3 maintenance workers are working full time in grounds maintenance operations)

	<p>APPA standards, five levels of grounds maintenance according to the Association for Higher Education Facilities Officers:</p> <ul style="list-style-type: none"> <li>• Level 1 (State-of-the-art Maintenance) = 77.85/1.5 = need 52 staff</li> <li>• Level 2 (High-level Maintenance) = 77.85/2.3 = need 34 staff</li> <li>• Level 3 (Moderate-level Maintenance) = 77.85/2.55 = need 31 staff</li> <li>• Level 4 (Moderate to low-level Maintenance) = 77.85/5.74 = need 14 staff</li> <li>• Level 5 (Minimum-Level Maintenance) = 77.85/13.5 = need 6 staff</li> </ul> <p>Currently we are two (2) grounds staff positions below the lowest level, Level 5 (Minimum-Level Maintenance), in the APPA standards.</p> <p>Because our maintenance worker position is a hybrid, they work as needed between grounds maintenance and custodial duties, leaving four (4) grounds staff to perform the routine work. In addition, we have no lead positions, unlike the custodial operations that has a lead per each shift.</p> <p>Stakeholder impact:</p> <ol style="list-style-type: none"> <li>1. The exterior environment, grounds maintenance, is the first interaction that every campus visitor has on our campus, every day. When the grounds and landscape areas are not properly maintained it negatively impacts the way people see, think about and interact with our campus, which directly relates to student enrollment and retention.</li> <li>2. When we have less staff to perform the work safety concerns are greater. Examples include rainy weather and removing leaves to prevent slip and fall accidents; and removing debris from walkways for accessible access; etc.</li> <li>3. The failure to ensure proper grounds maintenance is also a risk for our building facilities and infrastructure directly. Examples include water intrusion due to poorly maintained landscape beds against exterior building walls; sidewalk depressions where irrigation breaks undermine the concrete slab; storm drain deterioration due to the failure to remove debris; etc.</li> </ol>
	Facilities
<p>Have there been any significant facility changes since the last APRU? If so, in what ways has it affected the department's ability to serve the campus?</p>	<p>Deterioration of our campus infrastructure due to lack of maintenance of buildings, including exterior building envelopes (exterior wall materials, doors, windows); interior finishes (flooring, wall repairs and painting, etc.); and exterior sidewalks and roadways.</p> <p>In 2021, the district performed a Facilities Condition Assessment for its two-colleges. The information found was that De Anza College has 47% of the overall district buildings (73 buildings in total); and has 65% of the overall district outside gross square footage (1,480,137 OGSF). It was reported that De Anza has \$82.5 million dollars in maintenance project needs between 2021-2026.</p> <p>While our department is not directly responsible for the maintenance, the failed finishes (interior and exterior) have become challenging to clean and maintain, causing longer durations to perform routine work duties as it relates to our college operations custodial and grounds maintenance teams.</p>

<p>Are there any significant facility changes that will be needed?</p>	<p>Funding for additional staffing as described above.</p> <p>Funding to support staffing and contracts related to relocation and support of impacted classrooms, faculty and staff when maintenance or repairs are managed by the district.</p>
	<p>Equipment</p>
<p>Have there been any significant equipment changes since the last APRU? If so, in what ways has it affected the department's ability to serve the campus?</p>	<p>Existing college operations vehicles (electric carts) are past their useful life and require replacement. Most of these carts do not have power steering, which is a significant staff safety concern related to ergonomics. Current needs include 13 new electric carts (as of 2021 data).</p> <p>Existing tractor was removed from fleet due to its end of life and equipment safety concerns. Funding will be required to rent specialized equipment as needed.</p>

<p>Are there any significant equipment changes that will be needed over the next year?</p>	<p>Yes, there is a need for new equipment as described here:</p> <p>Eight (8) new wet-dry vacuums to replace outdated equipment (that has reached the end of its useful life).</p> <p>Eight (8) floor machine (buffer), single disc 20" units to replace outdated equipment.</p> <p>Six (6) carpet extractor machines to clean to replace outdated equipment.</p> <p>Twelve (12) manual push carts for custodial team to carry supplies and service interior building spaces.</p> <p>Six (6) HEPA filter vacuum (bagless) to support additional staffing levels as needed.</p> <p>Four (4) exterior pressure washers for landscape team (exterior use on concrete and walkway areas to eliminate debris which may cause walking/slip hazards).</p> <p>One (1) smaller riding lawn mower for the grounds/landscape equipment for areas where the larger sized mower does not fit.</p> <p>One (1) storage shed approximately 10'x20' for custodial and landscape equipment protection – to be located inside the corporation yard.</p> <p>Funding allocation for ongoing maintenance agreements (annual agreements) for two sets of washers and dryers. Routine maintenance by professional service vendors extends the useful life of the equipment and maintains consistency in the functionality of the units for the staff which support the campus stakeholders through cleaner environments. This type of maintenance is not performed by any district staff.</p> <p>Funding allocation for renting specialized equipment such as tractors, backhoe, etc. to support larger scale irrigation repairs. Without funding for specialty equipment repairs can pose safety risks, take more time, or not get completed. All impact the wellness of our landscape overall which could cost more money if not repaired properly and quickly and impacts our stakeholder experience.</p> <p>Funding allocation for training for use of equipment, safety protocols, etc. that is in additional to or not covered by district central service/risk management and hazardous materials training activities.</p> <p>Funding allocation for replacing natural gas-powered equipment (such as grounds/landscape maintenance leaf blowers) with electric/battery powered equipment to align with district sustainability planning and regulatory requirements. Ongoing annual funding for battery, chargers and equipment replacements as needed.</p>
	<p>Operations</p>
<p>Have there been any significant operational changes since the last APRU? If so, in what ways has it affected the</p>	<p>Change in code requirements to provide free feminine hygiene products.</p> <p>Cleaning activities that require scheduling revisions.</p> <p>Cleaning activities that require professional support.</p> <p>Providing PPE and other COVID-19 mitigating items after the expiration of federal funding.</p>



<p>department's ability to serve the campus?</p>	<p>Arborist expertise and consultation as well as tree maintenance due to severity of drought conditions.</p> <p>Additional training for staff that is not covered by district central service training activities.</p> <p>Funding for software and additional equipment related to smart garbage disposal and recycling receptacles.</p>
<p>Are there any significant operational and funding changes that will be needed over the next year/s?</p>	<p>Funding allocation for feminine hygiene products in all women's and all-gender restroom facilities, as well as funding for dispenser repairs or replacement as needed.</p> <p>Continued review of scheduling for instructional and services provided face-to-face or on-site, using built facilities that require cleaning. Adjusting scheduling to accommodate on campus use of the facilities.</p> <p>Funding allocation to obtain professional assistance in cleaning activities that are not within job descriptions, are infrequent and require specialized equipment, such as: high-bay cleaning (areas requiring lifts and specialized equipment to reach and clean); exterior 2-story building cleaning; some exterior light fixture and pole cleaning; exterior and interior 2-story window cleaning; specialized power washing including capturing water; etc. Tasks that are infrequent also pose safety concerns for staff.</p> <p>Funding allocation for ongoing PPE needs after the federal funding expires in June 2023. Items such as air purifiers, replacement air purifier filters, hand sanitizer, misting/fogger sprayers and products, face masks, pre-moistened wipes, gloves for general population use, etc.</p> <p>Funding allocation to support ongoing arborist assessments and tree maintenance. Our trees on campus have suffered greatly during the recent years of drought and the ongoing need to monitor their health is critical for the safety of our campus stakeholders.</p> <p>Funding allocation to support decentralized surplus and asset tracking activities for: training related to processes; software or other tracking mechanisms required; moving or relocating surplus items; temporarily storing including protective items such as tarps, fencing, locks, containers, storage containers, etc.; overtime efforts by classified staff in coordination related to surplus activities; etc.</p> <p>Funding to purchase new garbage and/or recycling receptacles for classrooms and interior spaces for replacement as needed.</p> <p>New event (300) chairs and (200) tables, as well as mobile racks, to support stakeholders outdoor and indoor setup events. This would replace old furniture such as extremely heavy wooden tables and deteriorated folding chairs that are a safety risk for our custodial team to lift, carry and set up due to weight and size and condition, as well as a safety concern for stability for our stakeholders. Included would be new racking systems that allow the custodial team to store, move, and deploy the chairs and tables campuswide more easily and safely.</p> <p>Funding for campus wide signage such as for new faculty and staff, individuals with new locations or titles, and to replace deteriorated or damaged signage wayfinding signage which directly impacts our campus stakeholders and students.</p>

	<p>Funding allocation for training for use of equipment, safety protocols, job related duties, etc. that is in addition to or not covered by district central service/risk management and hazardous materials training activities. Recent examples include COVID-19 cleaning refresher training to capture new staff; workplace violence training; etc.</p> <p>Funding allocation for overtime of staff hours for assignments related to campus and student activities.</p> <p>Funding allocation to continue the use of the smart waste program campuswide, including ongoing software fees and purchasing additional receptacles. The initial exterior Bigbelly receptacles were purchased with Measure C bond funding (related to systemwide infrastructure) and have reduced the number of locations of exterior waste receptacles due to the capacity of the Bigbelly receptacle, and with the use of software it will notify staff when emptying is needed. Both factors are an improvement in efficiency and create less work for our staff. There is a need to include recycling receptacles due to the City of Cupertino and the operations management will be assessing locations and numbers of receptacles to support this change in local ordinance.</p>
	<p>AUO</p>
<p>COVID-19: Protective Equipment (PPE) Order and Distribution Form Year(s) to be Assessed: 2021/2022 Outcome Creation Date: 2020</p>	<p>Goals:</p> <ul style="list-style-type: none"> <li>To protect college operations crew from unnecessary possible exposure to COVID-19 while performing their routine work assignments in spaces with others.</li> <li>To protect campus stakeholders from unnecessary possible exposure to COVID-19 while performing delivery of instruction and student services.</li> <li>To provide remote, online access to the stakeholders for requesting PPE items (such as cleaning supplies, plexiglass, air purifiers).</li> </ul> <p>The online form created an efficiency in the process of requesting and deployment of PPE; and supported the tracking of PPE, as well as assisting in the coordination for quantity and types of PPE.</p>

# Administrative Unit Outcomes (AUO)



## College Operations

**Mission Statement** To create and support a multicultural learning environment

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Assessment Methods</i>	<i>Assessment Data Summaries</i>	<i>Enhancements</i>
<p><b>AUO:</b> COVID-19: Protective Equipment (PPE) Order and Distribution Form</p> <p><b>Goal:</b> To protect college operations crew from unnecessary possible exposure to COVID-19 and to give employees remote ability to request PPE for their areas and have the items delivered to a conveniently located storeroom or to individual classrooms/offices.</p> <p><b>AUO Status:</b> Active</p> <p><b>Year(s) to be Assessed:</b> 2021/2023</p> <p><b>Outcome Creation Date:</b> 2021/2022</p>	<p><b>Target for Success:</b> Instituting an efficient and socially distanced process for submitting and distributing PPE collegewide.</p> <p><b>Assessment Method:</b> Data reflecting that PPE has been ordered, authorized and delivered to the requested location in a socially distanced manner.</p>	<p><b>Program Review Reporting Year:</b> 2021/2023</p> <p><b>Target :</b> Target Met</p> <p><b>Reflection:</b> Working in collaboration with instruction and student services College Operations identified PPE needs and set up a socially distanced and trackable means for the campus to request and have PPE delivered to a specified area. The COVID-19: Protective Equipment (PPE) Order and Distribution Form has worked well and greatly improved efficiencies in this area by using the form instead of emails.</p>	<p><b>Enhancement:</b> Continue to evaluate the process and work with the campus community to ensure PPE is distributed in a timely and socially distanced manner.</p>

Students and employees must submit proof of COVID-19 vaccination and booster. Face masks are strongly recommended and may be required in some offices. See instructions for coming to campus.

Home → College Operations

# College Operations

College Operations

Bookstore

Custodial Operations

Dining Services

Emergency Preparedness

Facilities Rental

Faculty Offices

Furniture, Fixtures and Equipment (FF&E)

Landscape Services

Managed Print System

Police (Foothill-De Anza Community College District)

Postal Services

Printing Services

## What We Do

Mission: To create and support a multicultural learning environment.

College Operations include custodial and grounds operations, emergency preparedness, facilities rentals, furniture, fixtures and equipment, postal services, sustainability, and measures C & G bonds.

The College Operations office also serves as De Anza's campus liaison for the Foothill-De Anza Community College district facilities office and police department.

## Governance and Oversight

- [Campus Center Advisory Board](#)
- [Campus Facilities Team](#)
- [Administrative Planning and Budget Team](#)
- [Measures G and C Citizens' Bond Oversight Committee](#)

## Major Documents

- [FHDA Facilities Master Plan, 2021-2026](#)
- [FHDA Facilities Master Plan, 2016-2021](#)

De Anza College is committed to sustainability in all its operations, from building construction and renovation to how we generate and use energy.

## COVID-19: Protective Equipment (PPE)

For everyone working on campus, please work with your dean or manager to request personal protective equipment related to COVID mitigation, such as masks, hand sanitizer, gloves, air purifiers and plexiglass barriers.

Departments may submit requests online here:

[SUBMIT PPE REQUEST](#)

# De Anza Apps - PPE Requests

 **Request Form**

 Request Status

## PPE Request Form

Please fill out the form below as completely as possible.

What types of protective equipment are you requesting?

- Personal Protective Equipment (PPE) such as facemasks, wipes, hand sanitizer
- Plexiglass Protectors
- Air Purifiers

Air Purifiers

## Personal Protective Equipment Request Information

Each classroom that is scheduled in 25Live for onsite instruction have masks, hand sanitizer and disinfecting wipes supplied by College Operations staff daily.

You must check at least one type of personal protective equipment from the list.

- Masks
- Face shields
- Disinfecting wipes
- Hand sanitizer
- Gloves
- Goggles
- Gowns

# De Anza Apps - PPE Requests

 Request Form

 **Request Status**

## Status of Submitted Requests

Active Requests

Completed Requests

There are no outstanding requests.

# De Anza Apps - PPE Requests

 Request Form

 **Request Status**

## Status of Submitted Requests

[Active Requests](#)

[Completed Requests](#)

Air Purifier Request

 **Completed**

ADM - Administration | AD-130 - Office (230 sq. ft.)

Pippa Gibson

Submitted: Sep 28, 2022 10:23 am



	B	C	D	E
1	<b>PPE - Plexiglass Requests as of 03/08/2023</b>			
2	<b>Requested for Building</b>	<b>Room</b>	<b>Submitted By</b>	<b>Status</b>
3	MCC - Multi-Cultural Center	MC-14-A - Office	Mary Medrano	Completed
4	MCC - Multi-Cultural Center	MC-10 - Classroom	Mary Medrano	Completed
5	LCW - Learning Center West	W-119 - Office	Angelita Pabros	Completed
6	S3 - Science	S-32 - Classroom	Cathleen Monsell	Completed
7	LCW - Learning Center West	W-105-A - Office	Angelita Pabros	Completed
8	LCW - Learning Center West	W-104 - Read/Study Room	Angelita Pabros	Completed
9	LCW - Learning Center West	W-101 - Office	Angelita Pabros	Completed
10	SC - Science Center	2-118 - Class Lab	Sasha Bostick	Completed
11	SC - Science Center	2-108 - Class Lab	Sasha Bostick	Completed
12	KC - Kirsch Environmental Center	120 - Class Lab	Sasha Bostick	Completed
13	KC - Kirsch Environmental Center	209 - Read/Study Room	Sasha Bostick	Completed
14	KC - Kirsch Environmental Center	218 - Office	Sasha Bostick	Completed
15	S7 - Nursing	S-73 - Class Lab	Sasha Bostick	Completed
16	S7 - Nursing	S-74 - Class Lab	Sasha Bostick	Completed
17	S7 - Nursing	S-75 - Classroom	Sasha Bostick	Completed
18	S8 - Allied Health	S-81 - Class Lab	Sasha Bostick	Completed
19	S8 - Allied Health	S-83 - Class Lab	Sasha Bostick	Completed
20	S8 - Allied Health	S-82 - Non-Class Lab	Sasha Bostick	Completed
21	RSS - Registration & Student Services	220 - Office	Lisa Rodriguez	Completed
22	L3 - General Classrooms	L-34 - Classroom	Garett Hoang	Completed
23	MCC - Multi-Cultural Center	MC-14-G - Office	Mary Medrano	Completed
24	Library	144 - Office	Angelita Pabros	Completed
25	A3 - Instrument Rehearsal	A-31 - Class Lab	Andre Meggerson	Completed
26	A5 - Design Studio	A-52 - Class Lab	Andre Meggerson	Completed
27	A9 - Fine Arts Labs	A-92 - Class Lab	Andre Meggerson	Completed
28	A9 - Fine Arts Labs	A-93 - Class Lab	Andre Meggerson	Completed
29	A9 - Fine Arts Labs	A-94 - Class Lab	Andre Meggerson	Completed
30	ATC - Advanced Technology Center	AT-101 - Class Lab	Andre Meggerson	Completed
31	ATC - Advanced Technology Center	AT-103 - Class Lab	Andre Meggerson	Completed
32	ATC - Advanced Technology Center	AT-107 - Classroom	Andre Meggerson	Completed
33	L1 - Division Offices	L-11-F - Office	Garett Hoang	Completed
34	L1 - Division Offices	L-11-E - Office	Garett Hoang	Completed
35	ATC - Advanced Technology Center	AT-309 - Class Lab	Oksanna Kasoyan	Completed
36	S4 - Math/Engineering	S-43-F - Office	Oksanna Kasoyan	Completed
37	ATC - Advanced Technology Center	AT-304 - Class Lab	Oksanna Kasoyan	Completed
38	G - General Classrooms	G-5 - Classroom	Cathleen Monsell	Completed
39	G - General Classrooms	G-6 - Classroom	Cathleen Monsell	Completed
40	G - General Classrooms	G-8 - Class Lab	Cathleen Monsell	Completed
41	L2 - General Classrooms	L-22 - Classroom	Cathleen Monsell	Completed
42	S1 - Physics/Geology/Math	S-11 - Class Lab	Cathleen Monsell	Completed
43	S1 - Physics/Geology/Math	S-15 - Class Lab	Cathleen Monsell	Completed
44	S1 - Physics/Geology/Math	S-17 - Class Lab	Cathleen Monsell	Completed
45	S3 - Science	S-32 - Classroom	Cathleen Monsell	Completed
46	S3 - Science	S-34 - Classroom	Cathleen Monsell	Completed
47	S3 - Science	S-35 - Classroom	Cathleen Monsell	Completed
48	S4 - Math/Engineering	S-42 - Spec Class Lab	Cathleen Monsell	Completed
49	S4 - Math/Engineering	S-45 - Classroom	Cathleen Monsell	Completed
50	S4 - Math/Engineering	S-46 - Classroom	Cathleen Monsell	Completed
51	S5 - Health Science	S-54 - Classroom	Cathleen Monsell	Completed
52	S3 - Science	S-35 - Classroom	Sally Gore	Completed
53	RSS - Registration & Student Services	124 - Office	Lisa Rodriguez	Completed
54	S7 - Nursing	S-74 - Class Lab	Sasha Bostick	Completed
55	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
56	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
57	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
58	MLC - Media & Learning Center	242 - Other	Jose Juarez Gonzalez	Completed
59	MLC - Media & Learning Center	245 - Office	Jose Juarez Gonzalez	Completed

	B	C	D	E
2	<b>Requested for Building</b>	<b>Room</b>	<b>Submitted By</b>	<b>Status</b>
60	ADM - Administration	AD-138 - Office	Jose Juarez Gonzalez	Completed
61	MLC - Media & Learning Center	211 - Office	Jose Juarez Gonzalez	Completed
62	MLC - Media & Learning Center	255 - Audio/Visual, Radio, TV	Jose Juarez Gonzalez	Completed
63	MLC - Media & Learning Center	224 - A/V, Radio, TV Service	Jose Juarez Gonzalez	Completed
64	A4 - Fine Arts Division Offices	A-47 - Office	Andre Meggerson	Completed
65	ADM - Administration	AD-130 - Office	Pippa Gibson	Completed
66	RSS - Registration & Student Services	209 - Office	Bidya Subedi	Completed
67	ADM - Administration	AD-141 - Office	Jose Juarez Gonzalez	Completed
68	Library	171 - Read/Study Room	Tina Lockwood	Completed
69	Library	104 - Read/Study Room	Jose Juarez Gonzalez	Completed
70	Library	171 - Read/Study Room	Jose Juarez Gonzalez	Completed
71	Library	172 - Read/Study Room	Jose Juarez Gonzalez	Completed
72	Library	173 - Read/Study Room	Jose Juarez Gonzalez	Completed
73	Library	214 - Read/Study Room	Jose Juarez Gonzalez	Completed
74	Library	215 - Read/Study Room	Jose Juarez Gonzalez	Completed
75	Library	216 - Read/Study Room	Jose Juarez Gonzalez	Completed
76	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
77	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
78	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
79	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
80	ATC - Advanced Technology Center	AT-203 - Spec Class Lab	Michael Fosnaugh	Completed
81	Forum	FR-4 - Classroom	Cathleen Monsell	Pending Delivery
82	Library	155 - Office	Angelita Pabros	Pending Delivery
83	Forum	FR-3 - Classroom	Leah Riley	Pending Delivery
84	S5 - Health Science	S-55 - Classroom	Leah Riley	Pending Delivery
85	L4 - Journalism & Language	L-47 - Spec Class Lab	Leah Riley	Pending Delivery
86	L2 - General Classrooms	L-21 - Classroom	Leah Riley	Pending Delivery
87	CC - Campus Center	CC-114 - Recreation	Tina Lockwood	Pending Delivery
88	CC - Campus Center	CC-117 - Recreation	Tina Lockwood	Pending Delivery
89	CC - Campus Center	CC-130 - Meeting Room	Tina Lockwood	Pending Delivery
90	CC - Campus Center	CC-138 - Recreation Service	Tina Lockwood	Pending Delivery
91	CC - Campus Center	CC-138 - Recreation Service	Tina Lockwood	Pending Delivery
92	CC - Campus Center	CC-140 - Read/Study Room	Tina Lockwood	Pending Delivery
93	CC - Campus Center	CC-201 - Food Facilities	Tina Lockwood	Pending Delivery
94	CC - Campus Center	CC-203 - Lounge	Tina Lockwood	Pending Delivery
95	CC - Campus Center	CC-231 - Meeting Room	Tina Lockwood	Pending Delivery
96	ECOT - East Cottage	EC-3 - Study Service	Tina Lockwood	Pending Delivery
97	LCW - Learning Center West	W-26 - Classroom	Tina Lockwood	Pending Delivery
98	LCW - Learning Center West	W-16 - Classroom	Tina Lockwood	Pending Delivery
99	S7 - Nursing	S-71 - Classroom	Tina Lockwood	Pending Delivery
100	S8 - Allied Health	S-82-B - Office	Tina Lockwood	Pending Delivery
101	SC - Science Center	3-101 - Non-Class Lab	Tina Lockwood	Pending Delivery
102	MLC - Media & Learning Center	233 - Audio/Visual, Radio, TV	Tina Lockwood	Pending Delivery
103	MLC - Media & Learning Center	241 - Lounge	Tina Lockwood	Pending Delivery
104	MLC - Media & Learning Center	246 - Other	Tina Lockwood	Pending Delivery
105	RSS - Registration & Student Services	144 - Office	Tina Lockwood	Pending Delivery
106	RSS - Registration & Student Services	145 - Office	Tina Lockwood	Pending Delivery
107	RSS - Registration & Student Services	146 - Non-Class Lab	Tina Lockwood	Pending Delivery
108	RSS - Registration & Student Services	143 - Office	Tina Lockwood	Pending Delivery
109	RSS - Registration & Student Services	202 - Meeting Room	Tina Lockwood	Pending Delivery
110	CDC - Child Development Center	D-14 - Demonstration (Child	Tina Lockwood	Pending Delivery
111	CDC - Child Development Center	D-15 - Demonstration (Child	Tina Lockwood	Pending Delivery
112	CDC - Child Development Center	D-16 - Demonstration (Child	Tina Lockwood	Pending Delivery
113	CDC - Child Development Center	D-26 - Demonstration (Child	Tina Lockwood	Pending Delivery
114	CDC - Child Development Center	D-27 - Demonstration (Child	Tina Lockwood	Pending Delivery
115	CDC - Child Development Center	D-28 - Classroom	Tina Lockwood	Pending Delivery
116	CDC - Child Development Center	D-35 - Demonstration (Child	Tina Lockwood	Pending Delivery

	B	C	D	E
1	<b>AirPurifier Requests as of 03/08/2023</b>			
2	<b>Requested For Building</b>	<b>Room</b>	<b>Submitted By</b>	<b>Status</b>
3	MCC - Multi-Cultural Center	MC-14-A - Office	Mary Medrano	Completed
4	MCC - Multi-Cultural Center	MC-10 - Classroom	Mary Medrano	Completed
5	LCW - Learning Center West	W-119 - Office	Angelita Pabros	Completed
6	S3 - Science	S-32 - Classroom	Cathleen Monsell	Completed
7	LCW - Learning Center West	W-105-A - Office	Angelita Pabros	Completed
8	LCW - Learning Center West	W-104 - Read/Study Room	Angelita Pabros	Completed
9	LCW - Learning Center West	W-101 - Office	Angelita Pabros	Completed
10	SC - Science Center	2-118 - Class Lab	Sasha Bostick	Completed
11	SC - Science Center	2-108 - Class Lab	Sasha Bostick	Completed
12	KC - Kirsch Environmental Center	120 - Class Lab	Sasha Bostick	Completed
13	KC - Kirsch Environmental Center	209 - Read/Study Room	Sasha Bostick	Completed
14	KC - Kirsch Environmental Center	218 - Office	Sasha Bostick	Completed
15	S7 - Nursing	S-73 - Class Lab	Sasha Bostick	Completed
16	S7 - Nursing	S-74 - Class Lab	Sasha Bostick	Completed
17	S7 - Nursing	S-75 - Classroom	Sasha Bostick	Completed
18	S8 - Allied Health	S-81 - Class Lab	Sasha Bostick	Completed
19	S8 - Allied Health	S-83 - Class Lab	Sasha Bostick	Completed
20	S8 - Allied Health	S-82 - Non-Class Lab	Sasha Bostick	Completed
21	RSS - Registration & Student Services	220 - Office	Lisa Rodriguez	Completed
22	L3 - General Classrooms	L-34 - Classroom	Garett Hoang	Completed
23	MCC - Multi-Cultural Center	MC-14-G - Office	Mary Medrano	Completed
24	Library	144 - Office	Angelita Pabros	Completed
25	A3 - Instrument Rehearsal	A-31 - Class Lab	Andre Meggerson	Completed
26	A5 - Design Studio	A-52 - Class Lab	Andre Meggerson	Completed
27	A9 - Fine Arts Labs	A-92 - Class Lab	Andre Meggerson	Completed
28	A9 - Fine Arts Labs	A-93 - Class Lab	Andre Meggerson	Completed
29	A9 - Fine Arts Labs	A-94 - Class Lab	Andre Meggerson	Completed
30	ATC - Advanced Technology Center	AT-101 - Class Lab	Andre Meggerson	Completed
31	ATC - Advanced Technology Center	AT-103 - Class Lab	Andre Meggerson	Completed
32	ATC - Advanced Technology Center	AT-107 - Classroom	Andre Meggerson	Completed
33	L1 - Division Offices	L-11-F - Office	Garett Hoang	Completed
34	L1 - Division Offices	L-11-E - Office	Garett Hoang	Completed
35	ATC - Advanced Technology Center	AT-309 - Class Lab	Oksanna Kasoyan	Completed
36	S4 - Math/Engineering	S-43-F - Office	Oksanna Kasoyan	Completed
37	ATC - Advanced Technology Center	AT-304 - Class Lab	Oksanna Kasoyan	Completed
38	G - General Classrooms	G-5 - Classroom	Cathleen Monsell	Completed
39	G - General Classrooms	G-6 - Classroom	Cathleen Monsell	Completed
40	G - General Classrooms	G-8 - Class Lab	Cathleen Monsell	Completed
41	L2 - General Classrooms	L-22 - Classroom	Cathleen Monsell	Completed
42	S1 - Physics/Geology/Math	S-11 - Class Lab	Cathleen Monsell	Completed
43	S1 - Physics/Geology/Math	S-15 - Class Lab	Cathleen Monsell	Completed
44	S1 - Physics/Geology/Math	S-17 - Class Lab	Cathleen Monsell	Completed
45	S3 - Science	S-32 - Classroom	Cathleen Monsell	Completed
46	S3 - Science	S-34 - Classroom	Cathleen Monsell	Completed
47	S3 - Science	S-35 - Classroom	Cathleen Monsell	Completed
48	S4 - Math/Engineering	S-42 - Spec Class Lab	Cathleen Monsell	Completed
49	S4 - Math/Engineering	S-45 - Classroom	Cathleen Monsell	Completed
50	S4 - Math/Engineering	S-46 - Classroom	Cathleen Monsell	Completed
51	S5 - Health Science	S-54 - Classroom	Cathleen Monsell	Completed
52	S3 - Science	S-35 - Classroom	Sally Gore	Completed

	B	C	D	E
2	<b>Requested For Building</b>	<b>Room</b>	<b>Submitted By</b>	<b>Status</b>
53	RSS - Registration & Student Services	124 - Office	Lisa Rodriguez	Completed
54	S7 - Nursing	S-74 - Class Lab	Sasha Bostick	Completed
55	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
56	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
57	ECOT - East Cottage	EC-3 - Study Service	Angelita Pabros	Completed
58	MLC - Media & Learning Center	242 - Other	Jose Juarez Gonzalez	Completed
59	MLC - Media & Learning Center	245 - Office	Jose Juarez Gonzalez	Completed
60	ADM - Administration	AD-138 - Office	Jose Juarez Gonzalez	Completed
61	MLC - Media & Learning Center	211 - Office	Jose Juarez Gonzalez	Completed
62	MLC - Media & Learning Center	255 - Audio/Visual, Radio, TV	Jose Juarez Gonzalez	Completed
63	MLC - Media & Learning Center	224 - A/V, Radio, TV Service	Jose Juarez Gonzalez	Completed
64	A4 - Fine Arts Division Offices	A-47 - Office	Andre Meggerson	Completed
65	ADM - Administration	AD-130 - Office	Pippa Gibson	Completed
66	RSS - Registration & Student Services	209 - Office	Bidya Subedi	Completed
67	ADM - Administration	AD-141 - Office	Jose Juarez Gonzalez	Completed
68	Library	171 - Read/Study Room	Tina Lockwood	Completed
69	Library	104 - Read/Study Room	Jose Juarez Gonzalez	Completed
70	Library	171 - Read/Study Room	Jose Juarez Gonzalez	Completed
71	Library	172 - Read/Study Room	Jose Juarez Gonzalez	Completed
72	Library	173 - Read/Study Room	Jose Juarez Gonzalez	Completed
73	Library	214 - Read/Study Room	Jose Juarez Gonzalez	Completed
74	Library	215 - Read/Study Room	Jose Juarez Gonzalez	Completed
75	Library	216 - Read/Study Room	Jose Juarez Gonzalez	Completed
76	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
77	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
78	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
79	RSS - Registration & Student Services	127 - Office	Lisa Rodriguez	Completed
80	ATC - Advanced Technology Center	AT-203 - Spec Class Lab	Michael Fosnaugh	Completed
81	Forum	FR-4 - Classroom	Cathleen Monsell	Pending Delivery
82	Library	155 - Office	Angelita Pabros	Pending Delivery
83	Forum	FR-3 - Classroom	Leah Riley	Pending Delivery
84	S5 - Health Science	S-55 - Classroom	Leah Riley	Pending Delivery
85	L4 - Journalism & Language	L-47 - Spec Class Lab	Leah Riley	Pending Delivery
86	L2 - General Classrooms	L-21 - Classroom	Leah Riley	Pending Delivery
87	CC - Campus Center	CC-114 - Recreation	Tina Lockwood	Pending Delivery
88	CC - Campus Center	CC-117 - Recreation	Tina Lockwood	Pending Delivery
89	CC - Campus Center	CC-130 - Meeting Room	Tina Lockwood	Pending Delivery
90	CC - Campus Center	CC-138 - Recreation Service	Tina Lockwood	Pending Delivery
91	CC - Campus Center	CC-138 - Recreation Service	Tina Lockwood	Pending Delivery
92	CC - Campus Center	CC-140 - Read/Study Room	Tina Lockwood	Pending Delivery
93	CC - Campus Center	CC-201 - Food Facilities	Tina Lockwood	Pending Delivery
94	CC - Campus Center	CC-203 - Lounge	Tina Lockwood	Pending Delivery
95	CC - Campus Center	CC-231 - Meeting Room	Tina Lockwood	Pending Delivery
96	ECOT - East Cottage	EC-3 - Study Service	Tina Lockwood	Pending Delivery
97	LCW - Learning Center West	W-26 - Classroom	Tina Lockwood	Pending Delivery
98	LCW - Learning Center West	W-16 - Classroom	Tina Lockwood	Pending Delivery
99	S7 - Nursing	S-71 - Classroom	Tina Lockwood	Pending Delivery
100	S8 - Allied Health	S-82-B - Office	Tina Lockwood	Pending Delivery
101	SC - Science Center	3-101 - Non-Class Lab	Tina Lockwood	Pending Delivery
102	MLC - Media & Learning Center	233 - Audio/Visual, Radio, TV	Tina Lockwood	Pending Delivery
103	MLC - Media & Learning Center	241 - Lounge	Tina Lockwood	Pending Delivery

	B	C	D	E
2	<b>Requested For Building</b>	<b>Room</b>	<b>Submitted By</b>	<b>Status</b>
104	MLC - Media & Learning Center	246 - Other	Tina Lockwood	Pending Delivery
105	RSS - Registration & Student Services	144 - Office	Tina Lockwood	Pending Delivery
106	RSS - Registration & Student Services	145 - Office	Tina Lockwood	Pending Delivery
107	RSS - Registration & Student Services	146 - Non-Class Lab	Tina Lockwood	Pending Delivery
108	RSS - Registration & Student Services	143 - Office	Tina Lockwood	Pending Delivery
109	RSS - Registration & Student Services	202 - Meeting Room	Tina Lockwood	Pending Delivery
110	CDC - Child Development Center	D-14 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery
111	CDC - Child Development Center	D-15 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery
112	CDC - Child Development Center	D-16 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery
113	CDC - Child Development Center	D-26 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery
114	CDC - Child Development Center	D-27 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery
115	CDC - Child Development Center	D-28 - Classroom	Tina Lockwood	Pending Delivery
116	CDC - Child Development Center	D-35 - Demonstration (Child Care)	Tina Lockwood	Pending Delivery