

Facilities Services Unit

The mission of the CCSD Facilities Services Unit is to build, modernize, repair and maintain schools and administrative facilities that support student achievement and employee productivity. We strive to create a collaborative work environment that encourages all of our colleagues to provide conscientious stewardship of our financial resources and physical assets, and to deliver services recognized by our customers as excellent. The Facilities Division encompasses the following departments: Facilities Asset Management and Maintenance, Construction Management, Demographics, Zoning and GIS, Real Property Management, Contracts, Procurement and Compliance, Building Department, and Facilities and Bond Fund Financial Management.

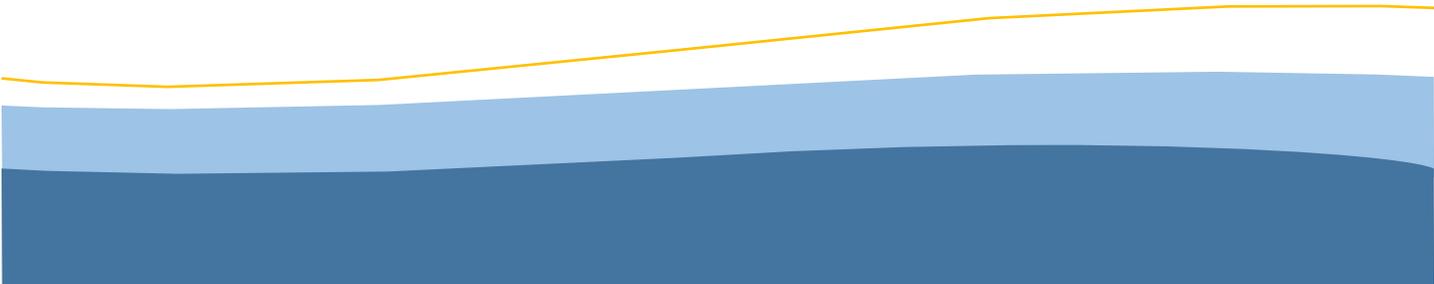
Facilities Management and Maintenance

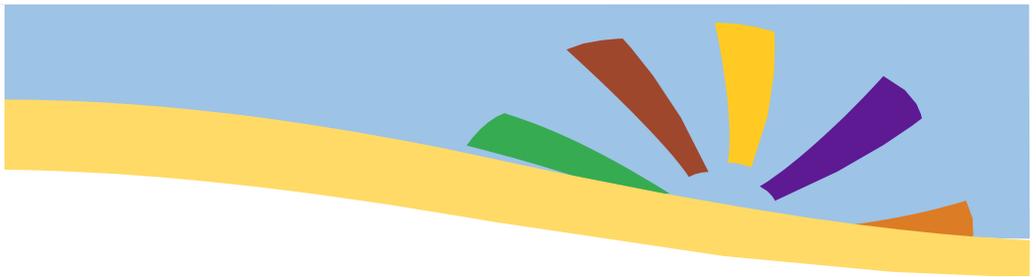
- * Maintenance Requests
- * Work Order Management
- * Custodial Training and Onboarding
- * Landscaping and Grounds
- * Pest Control
- * Floor Care Services
- * School site-funded project management
- * Facility Asset Management
- * Preventive and scheduled maintenance
- * Recycling Program
- * Energy Management

Construction Management

- * Provides Project Management over all CCSD Construction Projects
- * Oversees the design and construction of all new CCSD schools, classroom additions, school replacements and modernizations
- * Oversees the contractor pre-qualification process
- * Provides direction to architectural design and engineering firms
- * Online at cip.ccsd.net

Demographics, Zoning and GIS

- * Capital Improvement Planning
 - * Open Enrollment
 - * Attendance Zone Advisory Commission (AZAC)
 - * Zoning/Address Validation
 - * Enrollment Projections
 - * "Hot Spot" Overcrowding Maps
 - * Capacity Studies/Space Needs
 - * Residential Development Tracking
 - * Attendance Boundary and School Location Maps
 - * Online at dzg.ccsd.net
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Real Property Management

- * Long-term planning for siting of new schools
- * Manages all CCSD property assets and vacant land
- * Property valuation process
- * Acquisition and sale of property
- * Approval and entitlement process from local municipalities
- * Vacant land inventory

Building Department

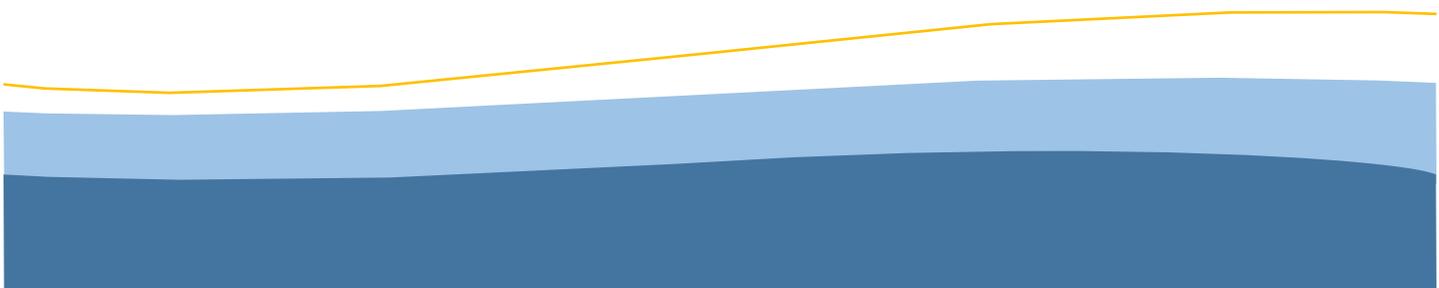
- * Operates under NRS 393.110, which requires the Board of School Trustees to establish a building department for CCSD
- * Reviews building plans for new schools and modernization projects
- * Issues building permits and performs inspections to verify compliance with the International Building Code
- * Provides Building Code support to schools for site-funded projects
- * Building code interpretation and enforcement
- * Roof replacement inspections

Contracts, Procurement and Compliance

- * Procurement process for construction projects
- * Wage claims and investigations
- * Develop contract language in conjunction with CCSD legal department
- * Pre-qualification of architects and engineers

Facilities and Bond Fund Financial Management

- * Financial Management of Facilities Division
- * Financial Management of Capital Improvement Program (CIP) and related funds
- * Data Management of CIP projects
- * Audit and technology support for CIP
- * Management of Governmental Services Tax Capital Fund
- * School support for new school move-ins



CCSD Facilities Services Unit

1180 Military Tribute Place, Henderson, NV 89074 • 702-799-0591 (Main Line)

Facilities Administration	702-799-0591	Contracts, Procurement and	
Facilities Asset Management		Compliance	702-799-8710
and Maintenance	702-799-5204	Building Department	702-799-7605
Demographics, Zoning, GIS	702-799-6435	Facilities and	
Real Property Management	702-799-5214	Bond Fund Financial Management	702-799-7595
Construction Management.....	702-799-8710		

