Houston Community College

Facilities Overview

Chuck Smith
Chief Facilities Officer
Planning, Design & Construction

Reynaldo Pradia
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713/718-5168

PD&C provides services to improve the physical environment in support of HCC’s institutional mission and vision, managing all efforts in the design and construction of new structures, major renovation and repair projects and infrastructure development.

• Project Management
• Design Standards
• ADA Compliance
Maintenance

James Walker
james.walker3@hccs.edu
713/718-7563

M&O provides preventive maintenance and corrective repair services to the College, as well as oversees the operation of all utilities.

• For maintenance assistance or incident reporting
  24 hour/7 day Service Line (x85555)
• Currently Four Area Managers responsible for maintenance issues within assigned zones.
Operations

Jackie Swindle
jackqueline.swindle@hccs.edu
713/718-5206

Janitorial Services:
• Initial contact made via campus manager.
• Contract covers routine services, product and supplies.
• Non-contract expenses charged to department.

Property Management:
• Central point of contact for all leases
• Will be central point of contact for all use of HCC space and property:
  Facility rentals, Space Allocation, Higher Order Scheduling, Parking,

Conference Services:
• Seminar rooms and auditorium
• Video conference/feed, Polycom, Skype, “Go to Meeting”
Business Services

Ken Hoyle
kenneth.hoyle@hccs.edu
713/718-5106

Mail / Distribution Center:
• Departmental Deliveries/Collections 10:00AM-2:00PM
• Restricted Service
• Mail Code Listing @ My HCC
• Use Correct Address - HCC’s Main P.O. Box 667517

Fleet Management:
• Works with Risk Management to review all driver applications
• Central point of contact for Department Vehicle Custodian.
• Vehicle Accident Reporting
Asset Management:

- Supervise annual physical inventory
- Tracks acquisitions, transfers, and disposition of property and equipment.
  - Department Heads/Deans are responsible for maintaining accountability and control of HCC property in their jurisdiction. Delegatable with the understanding they have primary responsibility.
  - Custodian Roles and Duties can be found at My HCC
  - Equipment Transfer
  - Missing, Stolen, Damaged Equipment: Report to HCCPD (24 hours)
  - Off Campus use of College Assets/Equipment

- **Surplus Warehouse**
  - Must be tracked
  - Not Free
Environmental Safety

Billy Sosa  
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713/718-7549

Principal Responsibilities:
• Maintenance of automated external defibrillator (AED) units
• Maintenance of first-aid kits
• Indoor air quality (IAQ) investigations
• Fire safety, training / awareness and fire drills
• Safe disposal of hazardous chemicals
• Chemical Hazards Inventory
• Safe handling / abatement of asbestos, lead paint and mold