
PREFACE

This California Community College Facilities Planning Manual (Manual) is a “how-to” guide to the capital outlay process for use by community college staff and consultants, the Chancellor’s Office and the Department of Finance. The Manual is intended to inform and assist in the development of state funded community college facilities and address the capital outlay process and its four components: 1) master plans; 2) capital outlay budgeting; 3) capital outlay project design and construction; and 4) acquisitions. Additionally, it emphasizes master planning and the funding and management of capital outlay projects consistent with the district’s educational needs.

The Manual contains a combination of legal mandates, procedural requirements and suggestions or advisories. Where specific procedures are required for consistency, in response to statute or regulation, specific sections are cited. For clarity, the term ‘shall’ is employed in all cases where legal mandates are discussed. ‘Required,’ and ‘must,’ are used to explain procedural requirements. Other less directive terms such as ‘should’ or ‘it is advised’ are used for advice and suggestions.

Over time, construction materials, technology, regulations and codes have changed resulting in the need for update. This revision provides updated processes and dates taking into account these changes. If you have any comments or suggested changes regarding this Manual or its related policies and procedures, please contact the Facilities Planning and Utilization Unit at (916) 322-8515. Correspondence may be directed to:

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