

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: Facilities Services Change Management
RESP: Associate Vice Chancellor, Facilities Services
REV. BY: Associate Vice Chancellor, Facilities Services

PROC. NO: FS - 4.02
ORIG. DATE: 07/06/2017
EFF. DATE: 07/06/2017
REV. DATE: 10/17/2022

SCOPE

Defines the terms, roles and responsibilities, and procedures for San Jacinto College Facilities Services Change Management.

DEFINITIONS

Change Management (CM) – The systematic process of recommending, evaluating, and approving or rejecting changes to Facilities Services documentation, specifications, guidelines, and/or procedures.

Change Request (CR) – A formally submitted recommendation to change an existing document or create a new document for internal and/or external use and distribution. CR may be submitted by the Document Process Owner or Document User.

Document – A Guideline, Standard, Procedure, Form, or other written material designed for internal and/or external use and distribution.

Master File – The collection of department documents that are controlled via the established CM process, are electronically accessible for users, and are maintained by the Document Management Coordinator.

ROLES AND RESPONSIBILITIES

Associate Vice Chancellor (AVC), Facilities Services – Responsible for executive oversight of the Change Management Review process; signs the CR Form indicating approval to proceed with implementing the recommended changes.

Director, Facilities Support Services – Responsible for regularly reviewing assigned documents to ensure that the information is current, accurate, and consistent with department's objectives, reviews and approves or rejects submitted CR's and recommends CRs to the AVC; schedules and facilitates the review meetings.

Document Management Coordinator – Responsible for receiving the CR Form; logging the CR record information; researching other documents affected; preparing and maintaining electronic and hard copy CR files; making changes consistent with the approved CR and recommended changes; maintaining all electronic document Master Files; distributing revised or new documents to Users.

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Requestor – Responsible for completing and submitting a CR Form when change(s) to existing documentation or the creation of a new document is deemed necessary or will result in process improvements.

PROCEDURES

1. Document User/Document Process Owner recommends change(s) to an existing document or recommends a new document by completing and submitting the Change Request (CR) Form to the Document Management Coordinator. Applicable documents include the following:
 - a. Project documents
 - b. Design guidelines
 - c. Department operating procedures
 - d. Department safety procedures
 - e. Department administrative procedures
2. Coordinator receives the CR, researches other documents affected, and sends a copy of the CR and affected documents to the Director Facilities Support Services for review.
3. Director Facilities Support Services reviews the request and, if approves, schedules the CM review meeting with the AVC.
4. Coordinator updates document (or creates new document), distributes to Users, maintains an electronic document Master Files and if applicable, uploads to the College website.

**SAN JACINTO COLLEGE DISTRICT FACILITIES SERVICES
DOCUMENT CHANGE REQUEST (CR) FORM**

Date Submitted:	Urgent: <input type="checkbox"/> Yes <input type="checkbox"/> No	CR Number: <small><i>For Internal Use Only</i></small>
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Document Number:	Date of Document Requiring Revision:
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Document Title:

Change Requested By:

Phone/Extension:	E-mail:
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Change Description/Reason for Change (include attachments as necessary):

Impacts to Cost, Schedule, etc. (if any):
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List Other Documents Affected (if any):
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Approval Signatures	
Document Requestor: _____	Date: _____
AVC, Facilities Services: _____	Date: _____

Status	Initial	Date
Changes Completed by Document Coordinator		
E-mail Notification Sent		

SAN JACINTO COLLEGE DISTRICT FACILITIES SERVICES DOCUMENT CHANGE REQUEST (CR) FORM

CR FORM INSTRUCTIONS

Date Submitted: Enter the date that the CR Form is submitted to the Document Coordinator.

Urgent (Yes/No): Indicate whether or not the change is urgent, so it can be processed accordingly (i.e., waiting more than a couple of weeks to process it would have negative cost or schedule impacts). An urgent request will be given priority over other changes requests.

CR Number: Leave blank – to be assigned and filled in by Document Coordinator.

Document Number: Enter the document number, if applicable; otherwise, state N/A.

Document Title: Enter the title from the document's cover page.

Current Revision: Enter the revision number of the document to which you are requesting changes. The Revision Log is the last page of document. Changes should only be made to the most current version of the document.

Change Requested By: Enter the name and contact information (Phone/Extension and E-mail) of the individual who is requesting the change.

Change Description/Reason for Change (include attachments as necessary): Provide a description of the requested change(s). Include redlined attachments [i.e., page(s), section(s), and/or paragraph(s)].

Impacts to Cost, Schedule, etc. (if any): Describe how the changes will impact SJCD; if none, state N/A.

List Other Documents Affected (if any): To ensure consistent information, list other documents that will be affected by the requested change; if none, state N/A.

Approval Signatures: The Document Change Requestor and AVC, Facilities Services, will sign and date to indicate approval of the changes to be made.

Status: The Document Coordinator will complete this section.