

Facilities Management Newsletter

July 2025

Facilities Management District Office, Prescott Campus, Bldg 20

Summer Office Hours: Monday – Thursday 7:30am – 4:30pm

Phone: 928-776-2180

Email: facilities@yc.edu

Facilities Highlight: New Gym Bleachers Installed

This summer, the gym underwent a series of upgrades to improve both appearance and functionality. The old bleachers were replaced with a new collapsible system that's much easier to operate. The floor was fully refinished, giving the space a clean, polished look just in time for the upcoming athletic season. The lighting was also refreshed to enhance brightness and consistency throughout the gym.

During Convocation (August 11th, 2025) lunch will be hosted in the gym. Take a moment to check out the gym!



Facilities Focus: Space Utilization at Yavapai College

In October 2021, Yavapai College formed the **Space Allocation Committee** to guide how the College uses, manages, and allocates its physical spaces. Through a collaborative process, the committee has developed clear procedures that support the College's mission and vision.

Here's a breakdown of what these procedures cover and what you need to know:

What the Committee Does

- Provide guidelines for how College space and technology are used
- Review all requests for new space or changes involving technology, renovations, furniture, or relocation
- Allocate temporary or permanent space during renovations to support College operations

Internal Use Defined

College space is considered for **internal use** if it supports Yavapai College operations, including use by YC employees and the Yavapai College Foundation.

Requesting or Changing Space

All space requests must align with:

- The College's mission and vision
- Program or department needs
- Available space and associated costs

Anyone requesting space must submit a [Space Allocation Request Form](#), available on the [Facilities website](#), **before** any move or reallocation occurs.

Moving Office or Program Spaces

Office moves require:

- **Dean approval**, with **Vice President notification**
- All moves require review by the **Strategic Space Planning Committee**

To coordinate a move, contact the **Director of Facilities Operations**, who serves as the point person for planning and scheduling.

Acceptable Use Guidelines for Offices

To maintain a safe, professional, and efficient environment, the following apply to all YC offices:

- **Décor:** Should be tasteful and consistent with the College's color scheme; avoid distractions (e.g., toys, excessive knickknacks).
- **Finishes:** Paint, wall coverings, and flooring must align with building standards. Personal alterations are not allowed.
- **Appliances:** Personal fridges, microwaves, coffee makers, grow lights, and fish tanks are not permitted due to energy use.
- **Space Heaters:** Not allowed due to safety concerns and interference with HVAC systems.
- **Candles:** Prohibited due to fire risk and scent sensitivity.
- **Fans:** Oscillating/box fans are allowed if U.L. rated and do not overload circuits.
- **Furniture:** Must be standard, College-provided. No personal furniture.
- **Window Treatments:** Only College-approved adjustable blinds are allowed.

