

Operations, Planning & Construction (OPC)

Mission Statement:

Operations, Planning & Construction is committed to providing excellence in customer service, quality workmanship, quick response, forward vision, and planning to enable ongoing University programs and operations.

OPC is an inspired team of empowered experts who exhibit integrity, demonstrate exceptional customer service and support the University's goals. It provides support for the entire campus through Facility Services, Operations, Logistical Services, Planning, Design & Construction.

Operations Work Center:

The Work Center is the initial point of contact for OPC. Work Orders, Key Requests and other OPC related services are handled through the Work Center.

Hours of Operation:

Monday through Thursday 7:00 am - 5:00 pm Friday 7:00 am - 4:00 pm

Please note that due to the State's reduced administrative services days, service at the front desk will not be working on the (first and third or, second and fourth) Fridays of each month until June 2010.

Contact Information:

Operations Planning & Construction California State University Channel Islands One University Drive Arroyo Hall 57 Ventura St.) Camarillo, CA 93012 OPC main line (805) 437-8461 E-mail: opcworkcenter@csuci.edu CSUCI home page directory

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Work Order Process

How do I request a Work Order?

Work Orders define specific work needing completion by one or more OPC units. Work Orders are initiated via email to the OPC Work Center at opcworkcenter@csuci.edu. Please describe the request with sufficient detail (i.e.; issue, location, room number, etc.). Requests can be made 24 hours a day. Your request will be processed the next business day and you will receive an automated response from the Web-Work administrator.

Work Order Policy

All work orders submitted to the OPC Work Center should be requested by the Department Designated Requester. **Only requests submitted in by the Designated Requestor will be processed.** If you don't know who your Designated Requestor is, please contact your department lead. opcworkcenter@csuci.edu

Emergency Work Orders

Situations that may harm or damage property or personnel if not attended to immediately (i.e.; broken water pipe, toilet overflowing, broken window, exposed electrical wires, etc.) should be called into the OPC main line (805) 437-8461 during normal business hours, or Police dispatch at (805) 437-8444, outside normal business hours.

Charge Back Policy

CSUCI has a cost recovery process, as required by the state, requiring departments to pay for services that are not routine maintenance. Office moves, building a wall, hanging pictures, or moving furniture are not routine maintenance and the requesting department will be charged. [View the policy on OPC Chargebacks.](#)

Key and Access Code Requests

To obtain keys and/or access codes to campus doors, an original Key Request Form (KRF) must be submitted to the OPC Work Center. Fax copies are not accepted. The designated requestor needs to complete the form and, in accordance with the CSUCI Policy on Campus Locks and Keys, obtain the signature of the department manager. If a master key is requested, the designated requestor must also obtain the signature of the Divisional Vice President.

The OPC Work Center will confirm receipt of the KRF with an email to the requestor. OPC will make every effort to process the request as quickly as possible; generally it takes 1-2 business days.

OPC will send email notification to both the recipient and designated requestor when the key or access code is ready for collection. Please be aware of the importance of collecting keys or codes in a timely manner. We will hold keys for 14 days and if not collected within that time, they will be returned to our Lock Shop's inventory and the KRF will be cancelled. If the keys are still required after the 14 day deadline, a new KRF will need to be submitted.

The recipient must collect their keys or access code in person from the OPC Work Center. The recipient needs to show photo identification and will be required to sign an individual key log to acknowledge receipt of each item issued to them. If the recipient relocates to another space on campus, or separates from CSUCI, all keys issued to them must be accounted for and returned to OPC. The return date is noted on the key log and clearance is confirmed by our designated personnel.

[Key Request Form](#) - ([PDF](#), 281KB)

CSUCI policy on campus locks: <http://policy.csuci.edu/FA/40/FA.40.002.htm>.

If you require further information or assistance please contact us at ext 8461 or via email at opcworkcenter@csuci.edu

Facility Services

Facility Services maintains the campus grounds and provides custodial services. Facilities Services also provides set up and clean up for campus events. Public spaces including classrooms, workrooms, conference rooms and restrooms are cleaned five days a week. Offices are cleaned once a week. Staff includes custodians, grounds workers, irrigation specialists and laborers.

Request a Campus Space and/or Equipment

To reserve campus space for meetings and/or events, equipment, or request set up for an event, please go to [Events Calendar - My Request Page](#) (requires log-in).

Operations

About Us

The Operations department maintains and repairs campus facilities, utilities and infrastructure. In addition, Operations supports office renovation/relocation and minor construction projects. The Operations staff includes:

- Electricians
- Plumbers
- Carpenters
- Painters
- Locksmiths
- Masons
- Auto Mechanics
- Building Engineers
- Maintenance Mechanics
- Facility Workers

Planning, Design & Construction

About Us

Planning, Design & Construction is responsible for planning, design and construction of all projects on the campus. Our mission is to plan and design aesthetically-pleasing, sustainable and functional buildings, complete projects on schedule and under budget and ensure that there is minimal impact from construction activities so that the campus community can remain engaged in its primary mission — teaching and learning.

Current Major Construction Projects

- Campus Infrastructure Improvement Project
- University Student Union Project - [Construction Webcam](#)

Current Projects in Design

- New Entrance Road
- North Hall Faculty Office Building & Classrooms

Planned Projects

- West Hall
- Napa Hall Art Building
- Gateway Hall
- Chaparral Hall

Completed Projects

- Santa Cruz Village
- Bell Tower 2nd Floor Offices
- Anatomy Lab Trailer
- Dining Commons
- Broome Library
- Hub Parking Lot
- South Quad Lights
- Nursing Simulation Lab
- Martin V. Smith Center
- Solano Hall
- Lindero Hall Renovation
- F8 Parking Lot
- Modoc Hall (Science modular buildings)

Links

[Infrastructure Construction Phasing Plan](#) ([MS Powerpoint](#), 5.05MB)

[Final Supplemental Environmental Impact Report \(2009\)](#)

[2010 Photovoltaic Negative Declaration](#)

[Campus Master Plan Implementation Program October 2007](#) ([PDF](#), 43.48MB)

Contact: Planning, Design & Construction

OPC Phone Number: (805) 437-8461

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