

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Policy:**

This policy provides specific guidance for the review and inspection of public facilities projects and certain improvements or works under the purview of the Riverside County Board of Supervisors, and vests the authority for its implementation with certain officers, departments, and bodies established by the Board. A public building project, as herein defined, is work which involves the erection, construction, alteration, painting, repair, or improvement of any county structure, building, or facility. This policy applies to departments, agencies, districts, and authorities (collectively referred to herein as “county departments”) that are governed by the Board of Supervisors.

The Director of Facilities Management is an officer of the county reporting to the County Executive Officer. This position serves as the designated building official for county owned buildings and has the responsibility to support other County departments and agencies by administering the countywide facilities management program, which includes public facilities construction. As such, the Department of Facilities Management is charged with ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board.

This policy shall not apply to infrastructure projects that are not designed for human occupancy (e.g. street improvements, water or sewer system projects) carried out in the normal course of business by the Riverside County Flood and Water Conservation District, Riverside County Parks and Recreation District, Transportation and Land Management Agency, Riverside County Housing Authority, or the Redevelopment Agency for the County of Riverside. These agencies and districts must adhere to specific government statutes for these types of public works projects.

**I. Authority**

Pursuant to this policy, all projects involving facilities that 1) will be occupied by county departments, 2) may ultimately be utilized by county departments, or 3) will ultimately be owned by the county and governed by a county department shall be subject to the authority assigned herein. The Department of Facilities Management shall provide all plan check and inspection services regarding the construction or modification of public building projects, aside from plan check and inspection necessary for compliance with Fire Code requirements, which shall be

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the responsibility of the Fire Department serving the jurisdiction where the public building project is located.		

The Department of Facilities Management shall be responsible for those administrative acts necessary to implement this responsibility (e.g. permit issuance, job card issuance, inspection reporting).

## **II. Schedule of Submittals**

To ensure that county buildings are designed in a manner that enables them to meet county space and efficiency standards and are readily maintained, all public building project construction drawings shall be submitted to the Department of Facilities Management for review at the following stages of completion:

1. Schematic design completion
2. Design drawing completion
3. 50% construction drawing completion
4. 90% construction drawing completion

In addition, the initial set of construction specifications shall be submitted with the 50% construction drawings, and the final set of construction specifications shall be submitted with the 90% construction drawings.

## **III. Specifications and Standards**

The Department of Facilities Management shall be responsible for developing, updating, and distributing specifications and standards for public building projects; said specifications and standards shall address the following at a minimum:

- Heating, ventilation, and air conditioning (HVAC) systems
- Control systems
- Plumbing equipment
- Space planning
- Drafting conventions
- Electrical equipment/systems
- Energy efficiency
- Interior and exterior finishes
- Foundations
- Flooring
- Roofing

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- Cabling and wiring
- Accessibility
- Parking
- Landscaping and irrigation

To accommodate the numerous and diverse building types required by the county, specifications and standards shall be developed for different building types. To ensure that department-specific needs are met, the specifications and standards shall be developed in cooperation with individual departments rather than imposed.

**IV. Space Management**

In accordance with Policy H-9, Facilities Management shall establish and maintain a comprehensive space management system that enables the department to:

- Inventory all county owned and leased space
- Track allocations of space to county departments and other entities occupying county-owned or leased space
- Perform space planning services on the behalf of other county departments
- Ensure that county space is utilized efficiently and completely

**V. Fees for Services**

The Department of Facilities Management shall develop fees for the various services it is required to provide under this policy in accordance with Board Policy B-4.

**Reference:**

- Minute Order 3.40 of 11/7/06
- Minute Order 3.4 of 12/18/07