

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	PLANNING DEPARTMENT POLICY	Policy No.: 309
Revised: April 2018	Supersedes: JUNE, 2010	

RESPONSIBILITIES

The Planning Division is comprised of:

- Departmental Facilities Planner II

This section of Facilities Management Department is responsible for:

- Providing Facility Planning Services for the Hospital's Building Alterations and Refurbishment projects which includes Space Planning & Programming , Interior Design, preparation of Construction drawings to be performed by the County Construction personnel, preparation and submission of Materials and Furnishing specifications for purchasing , coordinates the preparation of documents on projects which requires Building Permits/approvals from State, local agencies and Downey Fire Department.
- Providing Scope of Work and Preliminary Cost Estimate for Building Alterations, Refurbishment and Capital Project requests.
- Approving the Plans & Specifications prepared by Contract personnel.
- Project Monitoring during Construction phase to ascertain Compliance with the approved drawings.
- Coordinating the Installation of Equipment, Furniture and Furnishing per approved construction plans.
- Coordinating the Equipment installation to assure all deficiencies are corrected during warranty period.
- Maintaining and updating all Building plans, As-Built drawings, maps, underground utility prints and records of streets, parking lots and sidewalks.
- Participating in various planning and construction meetings in connection with the Hospital Master plan.

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