

PET FORM
Planning and Evaluation Tracking
(2011-2012 Assessment Period)

Division of: Business Affairs

Person Responsible for this Division: Terry Berg

Department of: Physical Plant

Person Responsible for this Form: Bruce Cotgreave

Purpose Statement: To provide a pleasant and safe learning and working environment for students, faculty, staff and community. Provide services to ensure that facilities, grounds and equipment are functional, clean, comfortable, accessible and well maintained (Last Reviewed Fall 2011).

Goal Statement #1: Provide AC with furniture and equipment moves.

Outcome/Objective Statement

After the Physical Plant provides specialized training for custodians who move furniture and equipment, 50% of AC customers will indicate on the fall 2011 Physical Plant Satisfaction Survey that they agree (Strongly Agree or Agree) that the custodial staff moves office furniture and equipment as scheduled and without damage.

• Results (Provide Numbers and Percentages for Quantitative Data)

N/A – New Goal/Outcome

- **2009-2010 Data:** Numbers = ____ out of ____ and Percentage =s ____%
- **2010-2011 Data:** Numbers = ____ out of ____ and Percentage =s ____%

• Analysis

N/A – New Goal/Outcome

- Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):

• Improvements

N/A – New Goal/Outcome

- List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
- Evaluate Why Improvements Were Successful/Were Not Successful:
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details):

• Recommendations/Actions for 2011-2012

- Person Responsible (Who will complete the action?): Bruce Cotgreave
 - Action Plan: A training will be developed for employees and custodians will be invited to training.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): By Fall 2011
 - Budget Information Needed for Future Action (Cost/Details): N/A
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Goal Statement #2: Provide AC with heating/cooling that is pleasant and comfortable.

Outcome/Objective Statement

After the Physical Plant completes improvements to the HVAC system, 50% of AC customers will indicate on the fall 2011 Physical Plant Satisfaction Survey that they agree (Strongly Agree or Agree) that overall, the heating and cooling of facilities provides a pleasant and comfortable environment.

• Results (Provide Numbers and Percentages for Quantitative Data)

N/A – New Goal/Outcome

- **2009-2010 Data:** Numbers = ____ out of ____ and Percentage =s ____%
- **2010-2011 Data:** Numbers = ____ out of ____ and Percentage =s ____%

• Analysis

N/A – New Goal/Outcome

- Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):

• Improvements

N/A – New Goal/Outcome

- List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
- Evaluate Why Improvements Were Successful/Were Not Successful:
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details):

• Recommendations/Actions for 2011-2012

- Person Responsible (Who will complete the action?): **Bruce Cotgreave**
- Action Plan: **As a group, the Physical Plant staff will evaluate possible improvements that can be made to the HVAC system and will create a schedule to make these improvements.**
- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): **By Fall 2011**
- Budget Information Needed for Future Action (Cost/Details): **To be determined (may vary based on needed improvements)**

Goal Statement #3: Ensure the College's future (AC Strategic Plan through 2015: Strategy 4.1).

Outcome/Objective Statement

Physical plant staff will publish a facilities master plan consistent with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements (AC Strategic Plan through 2015: Task 4.1.1.1.1).

• Results (Provide Numbers and Percentages for Quantitative Data)

N/A – New Goal/Outcome

- **2009-2010 Data:** Numbers = ____ out of ____ and Percentage =s ____%
- **2010-2011 Data:** Numbers = ____ out of ____ and Percentage =s ____%

• Analysis

N/A – New Goal/Outcome

- Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):

- Improvements

N/A – New Goal/Outcome

- List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
- Evaluate Why Improvements Were Successful/Were Not Successful:
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details):

- Recommendations/Actions for **2011-2012**

- Person Responsible (Who will complete the action?): [Bruce Cotgreave](#)
 - Action Plan: [The SACSCOC accreditation requirements for a facilities master plan will be reviewed and a plan will be published.](#)
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): [Fall 2011](#)
 - Budget Information Needed for Future Action (Cost/Details): [N/A](#)
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