

# Operational Responsibilities in New CRC

January 30, 2013

Operational Responsibilities	Department
Front desk & reception area	Human Resources
Technology (computers, projectors, network, wireless internet, phones)	Information Systems
Video display and production systems (board room, conference rooms, etc)	Information Systems
Receiving functions	Information Systems
Document retention standards and archives	Finance
Site council and safety committee	Finance
Printers, copiers, fax machines	Finance
Vending machines	Finance/Food Services
Food service	Food Services
Coffee service	Food Services
Dedication ceremony and other public events	Communications
Wayfinding, visual messaging	Facilities/Communications
Facility Management	Facilities/Maintenance
Keys check-out and check-in	Facilities/Maintenance
Custodial, maintenance, grounds, refuse, recycling, and work order requests	Facilities/Maintenance
Historical artifacts	Facilities/Maintenance
Building artwork	Facilities/Maintenance
Building security	Facilities/Maintenance
Allocation and assignment of office space, work stations, storage rooms, etc.	Facilities/Maintenance
Furniture and non-technology equipment	Facilities/Maintenance
U.S. mail and in-district mail	Facilities/Maintenance
Conference room online scheduling management	Community Services
Board room scheduling	Community Services
Community access and relations	Community Services
Student and staff artwork selection and display	Curriculum & Assessment
Board and district archives	Superintendent
Parking assignments	Superintendent