

# **Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts**

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APPROVED BY THE  
TRIAL COURT FACILITY  
MODIFICATION ADVISORY COMMITTEE  
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JUDICIAL COUNCIL  
OF CALIFORNIA

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TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

The *Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts* (Guidelines) are intended only to be operating guidelines and as reference to help guide the Trial Court Facility Modification Advisory Committee and Judicial Council staff in determining responsibility for the funding of various trial court facility projects. These Guidelines do not change or shift any responsibilities for such costs; but instead merely reflect the existing interpretation and application of pertinent requirements including those under rule 10.810 of the California Rules of Court (Rule 10.810). These Guidelines are not intended to become a policy approved by the Judicial Council. As such, in the event of any conflict between the Guidelines and applicable law, including Rule 10.810, applicable law shall control and prevail. Additionally, the Guidelines incorporate updates (and will likely require subsequent updates) for new, changing, and different building systems, components and equipment (i.e., the introduction of new technology), which was not previously and/or may become part of court facilities over time.

## A. CAPITAL COST RESPONSIBILITIES

The Judicial Council is generally responsible for costs relating to the construction of capital-outlay projects for trial court facilities; however, the trial courts and the counties are responsible for the following items specified in the table below. The responsibilities for costs of operations and maintenance (O&M) projects and facility modifications are shown in Section B below.

Items	Trial Court Responsibility	County/Other Responsibility
Wall Art	X	
File Tracking system	X	
Break room equipment, movable (e.g. microwave, etc.)	X	
Office equipment (e.g. phone, computers, printers, fax machines, copier, postage meter)	X	
Television and mounting in break room	X	
Trash cans, recycle bins (located in offices, workstations, break room)	X	
Bottled water dispenser, coffee machines	X	
Vending machines (Department of Rehabilitation responsibility)		X
Moving cost (including employee relocation, equipment relocation, existing furniture relocation, file relocation)	X	
Gun locker maintenance		X
Service provider network connection	X	
Safes	X	
Local servers, printers, faxes	X	
Outside communication – Cable TV, telephone recurring monthly cost	X	
VOIP system (including WAN service application)	X	

## **B. OPERATIONS AND MAINTENANCE PROJECTS AND FACILITY MODIFICATIONS COST RESPONSIBILITIES**

The Judicial Council has the general responsibility for building systems, components and equipment in court facilities. Subject to the availability of sufficient funding as discussed below, the Judicial Council is generally responsible for the costs of O&M projects and facility modifications for these building systems, components and equipment. However, and as described herein, trial courts are responsible for certain costs for these types of projects including those pursuant to Rule 10.810 and applicable law.

To clarify, this section only applies to O&M projects and facility modifications in existing court facilities and does NOT pertain to responsibilities for costs of building systems, components and equipment in capital-outlay projects. The Judicial Council is generally responsible for capital-outlay costs, and the items trial courts and the counties are responsible for are shown in Section A above.

All work, whether an asset renewal, renovation, replacement or repair, is subject to budget availability regardless of the fund source. Tables A and B below identify the potential funding sources for work associated with specific components and systems. Because current funding does and will most likely continue to lag demand, O&M projects and facility modifications that are the responsibility of and funded by the Judicial Council will be prioritized in alignment with the council's *Trial Court Facility Modifications Policy*. In the event sufficient funding is unavailable to prioritize an O&M project or facility modification requested by a trial court, that trial court may instead elect to use its operating funds pursuant to the council's *Court-Funded Facilities Request Policy*. Regardless of funding source, it is anticipated and typical that the work will be performed by a Judicial Council-contracted Service Provider or contractor.

Tables A and B below intend to provide guidance on primary funding responsibility with respect to different building systems, components and equipment. While neither complete nor exhaustive lists, these tables are as comprehensive as possible in referencing most systems, components and equipment common to court facilities:

- Table A identifies the funding responsibility for building systems, components and equipment in general, except for building security systems, which are shown in Table B.
- Table B identifies the funding responsibility for building security systems exclusively. All security-related projects must be coordinated with Judicial Council Facilities Services' Security Unit. The justification and related scoring for security-related projects should be confirmed by Judicial Council Facilities Services for validity and not beyond Judicial Council standards.

For the majority of court facilities jointly occupied by a trial court and county, either the Judicial Council or county is designated as the *Managing Party* for that court facility, which typically (but not always) was determined by the parties' ownership and/or majority equity interest based on their respective occupancy of the facility. The Managing Party is responsible for maintenance and renovations of the court facility's various building systems. Therefore, it is common for the county to be responsible for a court facility's O&M projects and facility modifications.

**TABLE A – Building systems, components and equipment, excluding building security systems**

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
1	Building Envelope	Exterior Doors	Doors and Doorknobs	X	
2	Building Envelope	Exterior Doors, Entryway, and Sidewalk	Exterior entrance power washing. Power washing for stains, debris and dirt		X
3	Building Envelope	Exterior Walls	Exterior wall finish	X	
4	Building Envelope	Exterior Windows	Clearing or Cleaning cobwebs from windows, corners (exterior)	X	
5	Building Envelope	Exterior Windows	Window cleaning exterior	X	
6	Building Envelope	Exterior Windows	Windows (repair, occasional replacement)	X	
7	Building Envelope	Foundation	Foundation	X	
8	Building Envelope	Interior Windows	Window cleaning Interior (janitorial)		X
9	Building Envelope	Other Site System	Flag Poles and Flag replacement	X	
10	Building Envelope	Other Site System	Flag lowering and raising		X
11	Electrical	Branch Wiring	Raceway	X	
12	Electrical	Service & Distribution	ATS switches	X	
13	Electrical	Branch Wiring	Cabling workstations		X
14	Electrical	Communications & Security	Plug-in power monitoring for data systems		X
15	Electrical	Communications & Security	Server room electrical requirements (e.g., new electrical requirements for new servers)		X
16	Electrical	Communications & Security	UPS - uninterruptible power supply		X
17	Electrical	Communications & Security	Integrated Network <sup>1</sup>	X	X
18	Electrical	IT	Infrastructure – fiberoptic	X	
19	Electrical	IT	Routers	X	
20	Electrical	IT	Switches	X	
21	Electrical	IT	Servers	X	
22	Electrical	IT	Maintenance		X
23	Electrical	IT	Software		X
24	Electrical	Low Voltage Electrical	Antennas/communication dishes		X
25	Electrical	Low Voltage Electrical	Business Data Cabling		X
26	Electrical	Low Voltage Electrical	Lower voltage cable	X	
27	Electrical	Low Voltage Electrical	Security cabling / CCTV	X	
28	Electrical	Low Voltage Electrical	Telephone systems /telephone cabling (Move, Change, or add)		X

<sup>1</sup> Integrated Network, formerly known as Converge Network, is the backbone for multiple systems. The infrastructure fiber optics is provided with the new network and will be the Judicial Council’s responsibility. The routers and switches will be updated and provided by Judicial Council Telecommunications – LAN / WAN program. Maintenance of the systems for court facilities-related systems like BMS, fire life safety, closed circuit television, detention locks, exterior locks, interior locks, and lighting controls will be the Judicial Council’s responsibility; and the Court network and AV systems will be the responsibility of the trial courts.

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
29	Electrical	Low Voltage Electrical	TV Cable		X
30	Electrical	Service & Distribution	Lighting (cubicle, desk or task)		X
31	Electrical	Service & Distribution	Lighting (except cubicle, desk or task)	X	
32	Electrical	Service & Distribution	Switchgear	X	
33	Electrical	Service & Distribution	Transformers	X	
34	Electrical	Service & Distribution	Ballasts	X	
35	Electrical	Service & Distribution	Capacitance bank	X	
36	Electrical	Service & Distribution	Electrical outlets (new)		X
37	Electrical	Service & Distribution	Electrical outlets (repair and replace)	X	
38	Electrical	Building Envelope	Exterior lights	X	
39	Electrical	Service & Distribution	Face plates (replace/install)	X	
40	Electrical	Site Lighting	Exterior lights	X	
41	Electrical	Site Lighting	Parking lot lighting	X	
42	Electrical	Site Electrical	Electrical car charging stations (Judicial Officers parking) <sup>2</sup>		X
43	Electrical	Site Electrical	Electrical car charging stations (Staff parking) <sup>2</sup>		X
44	Electrical	Site Electrical	Electrical car charging stations (Public parking) <sup>3</sup>	X	X
45	Fire Life Safety	Fire Protection	Computer fire suppression system	X	
46	Fire Life Safety	Fire Protection	Extinguishers	X	
47	Fire Life Safety	Fire Protection	Public Distributed Antenna System	X	
48	Fire Life Safety	Fire Protection	Fire alarm system	X	
49	Fire Life Safety	Fire Protection	Fire sprinkler system	X	
50	Fire Life Safety	Communications & Security	Fire alarm system monitoring	X	
51	Fire Life Safety	Emergency Power	Emergency Exit Lighting	X	
52	Fire Life Safety	Emergency Power	Emergency Generator	X	
53	Fire Life Safety	Emergency Power	Emergency lighting	X	
54	Fire Life Safety	Emergency Power	UPS - uninterruptible power supply (hard-wired)	X	
55	Flooring	Floor Finishes	Carpet maintenance and repair		X
56	Flooring	Floor Finishes	Floor covering maintenance and repair		X
57	Flooring	Floor Finishes	Maintenance and repair (safety-related ONLY)	X	
58	Flooring	Floor Finishes	Non-cosmetic repairs	X	
59	Flooring	Floor Finishes	Raised floor panels maintenance and repair	X	
60	Furnishings	Appliances	Appliances (hard connected to mechanical or electrical systems)	X	

<sup>2</sup> The use of public resources by public employees in the workplace for personal benefit is not acceptable pursuant to California Government Code section 8134. Addition of the new charging stations to existing facilities as a Facility Modification will be considered Priority 5. In the new Capital projects, electric car charging stations are required for the public by Cal Green. A trial court has the option of installing charging stations using third-party providers (e.g., Blinkcharging, Plugshare, Chargepoint). The installation of any electric car charging stations should not overload existing circuits, switches or transformers. All work will have to be done pursuant to the California Rules of Court through Judicial Council Facilities Services as a Court Funded Request. Users should pay fees consistent with comparable public charging stations for the cost of electricity consumed, and the electric car charging service provider must reimburse the Judicial branch for the power used unless a separate meter is installed directly by provider.

<sup>3</sup> The above rules do not apply to court facilities and parking lots managed by and the responsibility of the local county. Facility Modification funds can be used for car charging stations at the discretion of Trial Court Facility Modification Advisory Committee.

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
61	Furnishings	Appliances	Break room water dispensers (unfixed)		X
62	Furnishings	Appliances	Built-in amenities (maintain, repair and replace existing)	X	
63	Furnishings	Appliances	Counter style appliances		X
64	Furnishings	Appliances	Garbage Disposals		X
65	Furnishings	Appliances	Icemakers (standalone)		X
66	Furnishings	Appliances	Microwaves		X
67	Furnishings	Appliances	Ovens and Stoves		X
68	Furnishings	Appliances	Refrigerators, freezers and other stand-alone equipment		X
69	Furnishings	Appliances	Trash Compactors		X
70	Furniture	Fixed	Audience Seating (Bench-style)	X	
71	Furniture	Fixed	Jury seating	X	
72	Furniture	Fixed	Gang seating	X	
73	Furniture	Unfixed	Chairs, seats around tables		X
74	Furniture	Unfixed	Couches		X
75	Hardware	Exterior and Interior Doors	Automatic door openers <sup>4</sup>	X	
76	Hardware	Exterior and Interior Doors	Door closers	X	
77	Hardware	Exterior and Interior Doors	Hinges	X	
78	Hardware	Exterior and Interior Doors	Key schedule	X	
79	Hardware	Exterior and Interior Doors	Keys	X	
80	Hardware	Exterior and Interior Doors	Lock sets (includes cipher and access control connected hardware)	X	
81	Hardware	Exterior and Interior Doors	Rekeying (due to loss) <sup>5</sup>		X
82	Hardware	Lock Specialty	Unfixed furnishing, cabinet keys and locks		X
83	Hardware	Exterior Windows	Window screens	X	
84	HVAC	Air Distribution	Balancing air distribution	X	
85	HVAC	Air Distribution	Air conditioning	X	
86	HVAC	Air Distribution	Diffusers - cleaning room-side of vents (janitorial)		X
87	HVAC	Air Distribution	Holding Cell Diffusers - cleaning room-side of vents (janitorial)		X
88	HVAC	Air Distribution	Distribution supply and return duct	X	
89	HVAC	Air Distribution	VAV box controllers	X	
90	HVAC	Controls & Instrumentation	Building Automation System (BAS)	X	
91	HVAC	Controls & Instrumentation	Energy Management System	X	
92	HVAC	Cooling System	Chiller	X	
93	HVAC	Cooling System	Data room air conditioning systems	X	
94	HVAC	Cooling System	Additional Data room air conditioning systems over the provided existing system		X
95	HVAC	Cooling System	Roof-top units	X	
96	HVAC	Cooling System	Swamp coolers	X	
97	HVAC	Heating System	Boiler	X	

<sup>4</sup> Automatic door openers are not required by accessibility code and hence only added at new locations as a CFR from the court.

<sup>5</sup> If the loss is caused by Judicial Council staff, the cost will be borne by the Judicial Council.

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
98	HVAC	Heating System	Steam boiler	X	
99	HVAC	Vent Pipe & Fittings	Roof-top exhausts	X	
100	HVAC	Vent Pipe& Fittings	Exhaust duct	X	
101	Interior Finishes	Ceiling Finishes	Ceiling Tiles	X	
102	Interior Finishes	Movable Furnishings	Artwork (owned and/or loaned)		X
103	Interior Finishes	Movable Furnishings	Automatic Blinds/Drapes/Shades (maintain, repair and replace)	X	
104	Interior Finishes	Movable Furnishings	Manual Blinds/Drapes/Shades (maintain, repair and replace)		X
105	Interior Finishes	Movable Furnishings	Blinds/Drapes/Shades - Cleaning		X
106	Interior Finishes	Movable Furnishings	Office pictures or personal decorations		X
107	Interior Finishes	Special Coverings	Visual security barriers (tinting)	X	
108	Interior Finishes	Special Finishes	Kick plates	X	
109	Interior Finishes	Wall Coverings	Paneling <sup>6</sup>	X	
110	Interior Finishes	Wall Coverings	Wall coverings <sup>6</sup>	X	
111	Interior Finishes	Wall Finishes	Minor touch-up painting (for graffiti/vandalism only)	X	
112	Interior Finishes	Wall Finishes	Minor touch-up painting (for aesthetics)		X
113	Interior Finishes	Wall Finishes	Paint - Exterior	X	
114	Interior Finishes	Wall Finishes	Paint - Interior (cosmetic purposes) (Court- Exclusive Areas)		X
115	Interior Finishes	Wall Finishes	Paint - Interior (non-cosmetic) (Shared Use/Common Areas)	X	
116	Interior Finishes	Wall Finishes	Wall/Sheetrock patching or repairing	X	
117	Landscaping	Fertilizing	Chemical lawn treatments	X	
118	Landscaping	Irrigation System	Landscaping irrigation system	X	
119	Landscaping	Plantings	Boulevard plantings	X	
120	Landscaping	Plantings	Shrubs/plantings/annuals	X	
121	Landscaping	Interior and Exterior Movable Furnishings	Employee/Office plants at workstations/bathrooms, etc.		X
122	Mechanical	Energy Supply	Duct insulation	X	
123	Mechanical	Energy Supply	Heat exchanger	X	
124	Mechanical	Sanitary Waste	Wastewater system	X	
125	Mechanical	Water Distribution	Faucets	X	
126	Mechanical	Water Distribution	Pipe insulation	X	
127	Mechanical	Water Distribution	Water fountains	X	
128	Mechanical	Water Equipment	Hot water heater	X	
129	Mechanical	Water Equipment	Water filters (as required by specific building wide distribution systems)	X	
130	Mechanical	Water Equipment	Water softener (building wide)	X	
131	Mechanical	Water Equipment	Water treatment	X	
132	Mechanical	Water Equipment	Drinking Water Dispensing equipment (temporary/mobile/countertop)		X
133	Office Equipment	Communications & Security	Server hardware and LAN infrastructure		X
134	Office Equipment	Communication & Security	Clerk Window - Active communication <sup>7</sup>	X	

<sup>6</sup> Paneling generally is part of a Facility Modification project and is not the primary focus of the Facility Modification. If provided as part of a capital project, it will be the responsibility of the Judicial Council.

<sup>7</sup> Active Communication refers to a system that requires outside power to enable communications.

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
135	Office Equipment	Communication & Security	Exterior Transaction window - Active communication	X	
136	Office Equipment	Communications & Security	Telephone system		X
137	Office Equipment	Equipment	Shredder		X
138	Office Equipment	Fixed Furnishings	Furniture (fixed)	X	
139	Office Equipment	Movable Furnishings	Bulletin or white boards		X
140	Office Equipment	Movable Furnishings	Computer equipment		X
141	Office Equipment	Movable Furnishings	Furniture (unfixed)		X
142	Office Equipment	Movable Furnishings	Furniture moves		X
143	Office Equipment	Movable Furnishings	Furniture set-ups		X
144	Office Equipment	Movable Furnishings	High-density filing system		X
145	Office Equipment	Movable Furnishings	Modular furniture		X
146	Office Equipment	Equipment	Copier		X
147	Office Equipment	Equipment	Printers		X
148	Office Equipment	Equipment	Fax		X
149	Restroom	Floor Finishes	Carpet, VCT, Terrazzo, and bathroom floor material cleaning		X
150	Restroom	Floor Finishes	Mopping or Cleaning spills or water overflow		X
151	Restroom	Interior Specialties	Counter (damaged)	X	
152	Restroom	Interior Specialties	Counter cleaning (janitorial)		X
153	Restroom	Bath Accessories	Electrical hand driers (buy/provide)		X
154	Restroom	Bath Accessories	Electrical hand driers (hang/re-hang)	X	
155	Restroom	Bath Accessories	Paper towel dispensers (buy/provide)		X
156	Restroom	Bath Accessories	Paper towel dispensers (hang/re-hang)	X	
157	Restroom	Bath Accessories	Seat cover dispensers (buy/provide)		X
158	Restroom	Bath Accessories	Seat cover dispensers (hang/re-hang)	X	
159	Restroom	Bath Accessories	Soap dispensers (buy/provide)		X
160	Restroom	Bath Accessories	Soap dispensers (hang/re-hang)	X	
161	Restroom	Bath Accessories	Stocking restrooms (janitorial)		X
162	Restroom	Bath Accessories	Toilet paper dispensers (buy/provide)		X
163	Restroom	Bath Accessories	Toilet paper dispensers (hang/re-hang)	X	
164	Restroom	Bath Accessories	Trash cans (buy/provide)		X
165	Restroom	Bath Accessories	Trash cans (hang/re-hang)	X	
166	Restroom	Fixtures	Partitions	X	
167	Restroom	Fixtures	Plumbing fixtures	X	
168	Restroom	Fixtures	Shelves	X	
169	Restroom	Fixtures	Sinks	X	
170	Restroom	Fixtures	Urinals	X	
171	Restroom	Fixtures	Adding new baby changing stations not required by law (Court funded, Judicial Council Installed)	X	X
172	Restroom	Fixtures	Existing Baby Changing stations' replacement	X	
173	Roof	Roof Coverings	Roof decking	X	
174	Roof	Roof Coverings	Roof drains/gutter/flashing	X	



Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
175	Roof	Roof Coverings	Roof membrane	X	
176	Roof	Roof Coverings	Roof pads/wear lane/traffic	X	
177	Services	Administrative	O&M Technician's office	X	
178	Services	Administrative	Space planning functions		X
179	Services	Pest	Exterior spraying	X	
180	Services	Pest	Indoor traps	X	
181	Services	Pest	Interior spraying	X	
182	Services	Pest	Preventive and Corrective measures	X	
183	Signage	Site Signage	Exterior signage	X	
184	Signage	Identifying Devices	Identification		X
185	Signage	Identifying Devices	Instructional (e.g. cell phone usage, noise policy, restricted area, etc.)		X
186	Signage	Identifying Devices	Reader boards (NOT specified in Court Transfer Agreement)		X
187	Signage	Identifying Devices	Reader boards (specified in Court Transfer Agreement)	X	
188	Signage	Identifying Devices	Room Numbering (maintain, repair and replace)	X	
189	Signage	Identifying Devices	Room numbering (new, adds, or changes)		X
190	Signage	Identifying Devices	State code compliance (e.g. "No Smoking")	X	
191	Signage	Identifying Devices	Way finding/directional (Includes Evacuation)	X	
192	Site Work	Parking Lots	Curbing (except local authority)	X	
193	Site Work	Parking Lots	Parking (except local authority)	X	
194	Site Work	Parking Lots	Parking lot striping	X	
195	Site Work	Pedestrian Paving	Sidewalk (except local authority)	X	
196	Site Work	Security Structures	Security bollards	X	
197	Hazardous Waste	Court generated waste	Toner cartridges, batteries, court owned equipment such as computer equipment containing heavy metals or equipment with refrigerant containing devices, and items stored in an evidence room		X
198	Hazardous Waste	Janitorial generated waste	Cleaning material such as detergents and solvents, greasy rags or wastewater containing hazardous material		X
199	Hazardous Waste	Construction or Building generated waste	Asbestos and lead based paints, and hazardous material contained in building equipment like PBCs and various fluids. All waste generated as a result of maintenance and repairs such as paints, oily rags, acid batteries, etc.	X	
200	Hazardous Waste	Court Funded Request Construction generated waste	Construction or building generated waste that is part of the project that is funded by Court		X
201	Hazardous Waste	Bio-hazard waste (exterior only)	Human feces and blood	X	
202	Hazardous Waste	Bio-hazard waste	Sewer leak and spill from plumbing waste water leakage as part of larger Facility Modification and waste water removal is not the primary purpose of the Facility Modification	X	

Item #	Building System Category	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds
203	Equipment Installation	Installation and removal of all equipment not part of the building system	White boards, clocks, file storage systems, portable/movable electronic equipment, court owned appliances, electronic calendars, and display boards		X
204	Equipment	Communication and AV Equipment	All audiovisual equipment		X
205	Electrical	Electrical outlets for communication and AV	Power outlets for the communication and AV equipment	X	
206	Electrical	Emergency Power	Generators for IT Infrastructure and non-emergency services		X

**DEFINITIONS:**

**Fixed Furnishings** are defined as those furnishing that are bolted to the building structure.

**Unfixed Furnishings** are defined as those furnishings not affixed or only soft connected to the building structure.

**Fixed Equipment** is defined as those installed as part of the facility infrastructure or hard connected to mechanical or electrical systems.

**Unfixed Equipment** is defined as those not installed as part of the facility infrastructure or hard connected to mechanical or electrical systems.

**TABLE B –Building security systems**

Item #	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds	Judicial Council Security - Special Fund <sup>8</sup>	Others
1	Alarms	Hardwired duress alarms not integrated with facility security		X		
2	Alarms	Wireless Duress alarms			X	
3	Alarms	Wireless Duress alarms maintenance and P1 support			X	
4	Building Access	Access control cards or fobs, replacement and programming for access levels. Badges and badge making equipment and software		X		
5	Building Access	Access control system hardware and head end controller in accordance with California Trial Court Facilities Standards	X			
6	Gun Locker	Gun locker installation, repairs and keys				X
7	Holding Cells	Holding cell access control systems	X			
8	Holding Cells	Holding cell keys				X
9	Communication & Security	Detention Control - active communication	X			
10	Interview Rooms	Passive communication <sup>9</sup>	X			
11	Interview Rooms	Active communication <sup>10</sup>	X			
12	Magnetometers & Related Equipment	Cabinet X-Ray System/magnetometers and associated monitors or accessories. Trust fund purchase includes 5-year service agreement. Service and maintenance agreements after the 5 years is responsibility of the Court		X	X	
13	Magnetometers & Related Equipment	Hand wand metal detectors		X		
14	Magnetometers & Related Equipment	Registration, record keeping, signage and training for Cabinet X-Ray Systems/magnetometers and associated monitors or accessories		X		
15	Security related	Stand-alone plugged equipment (e.g. enhancements or additions to existing screening equipment)		X		
16	Safes	Fixed Safes maintenance and repair	X			
17	Safes	Gun Safes				X
18	Safes	Portable Safes		X		
19	Surveillance	Maintenance, repair and replacement of cameras installed in excess of the Judicial Council Trial Court Facility Standards or existing number of cameras		X		
20	Surveillance	Digital video recording (DVR) as components of complete security system and plan			X	

<sup>8</sup> Subject to funding.

<sup>9</sup> Passive Communication refers to a system that does not require outside power to enable communications.

<sup>10</sup> Active Communication refers to a system that requires outside power to enable communications.

Item #	Subcategory	Building Components and Equipment	Judicial Council	Trial Court Operations Funds	Judicial Council Security - Special Fund <sup>8</sup>	Others
21	Surveillance	Digital video recording (DVR) for court operations and limited security application		X		
22	Surveillance	Facility security systems, including controllers, facility security cameras, security specific digital recording systems and monitoring stations. (no personnel)	X			
23	Alarms	Fire alarm system	X			
24	Alarms	Hardwired duress alarms integrated with facility security	X			
25	Alarms	Intrusion alarm, monitoring and response		X		
26	Alarms	Intrusion alarm, repairs and maintenance		X		
27	BAS	Building Automation System (BAS)	X			
28	Elevator	Elevator and vertical conveyance monitoring and notification	X			
29	Vehicles	Vehicle control system (gates and overhead doors at sally port)	X			
30	Equipment	Manage and maintain facility operations equipment	X			
31	Janitorial	Porter services and routine spill cleanup (janitorial) in secure and inmate areas		X		
32	Janitorial	Recurring janitorial services and supplies in secure and inmate areas		X		
33	Personnel	Private and/or Non-Sheriff Security personnel		X		
34	Fencing & Gates	Security fencing and gates, vehicle barriers and bollards	X			
35	Keys & Locks	Cabinet and cash drawer keys and locks in fixed furnishings		X		
36	Keys & Locks	Removable locks		X		
37	Keys & Locks	Door hardware/automatic door openers	X			
38	Keys & Locks	Key schedule	X			
39	Keys & Locks	Lock sets (includes cipher and access systems)	X			
40	Keys & Locks	Rekeying due to loss of key <sup>11</sup>		X		
41	Windows	Ballistic glazing assemblies	X			
42	Windows	Ballistics protection (courtrooms, security spaces, etc.)	X			
43	Notification	Panic, duress or similar emergency notification systems not following under items 1, 2, 3 of this Table B		X		

<sup>11</sup> If the loss is caused by Judicial Council staff, the cost will be borne by Judicial Council.

## **Facility Modifications in Court Facilities to Be Replaced with Funded Capital Projects**

The use of Facility Modification (FM) funds in court facilities to be replaced with funded Capital Projects that will result in the court vacating the existing facility needs to be scrutinized. Since the time from the funding of a Capital Project to move-in is often five or more years, it is unreasonable that no FM funding will be approved. The challenge is to fund only those FM projects that are critical to continue the operations of the court facility and to prevent excessive deterioration, but are also cost proportionate to the amount of time the court will remain in the facility. The following guidelines should be used in making such funding decisions:

1. FM projects that are critical to continue the normal operations of the facility should be funded.
2. Fire, life, safety and security issues normally will be funded.
3. When the cost of maintenance and/or operations due to failing systems is determined to exceed the cost of repair work to fix said failed system, the FM should be funded. For example, the impact to operations and/or cost of deterioration due to roof leaks at a court facility which the court is scheduled to vacate in five years may justify the replacement of the roof even though the roof will last for 20 years.
4. Any limited life of a court facility should be taken into consideration when determining whether the FM actions are needed.

FM funds will not be used to supplement or reimburse costs relating to a Capital Project. This includes contributing FM funds to a Capital Project, reimbursing the Judicial Council with FM funds for cost overruns, or reimbursing a trial court with FM funds for work performed as part of a Capital Project. This fund exclusion does not extend to FM work occurring after the completion of a Capital Project to enhance operations, improve the maintainability of the facility, or maintain the facility after expiration of warranties. In Capital Projects that occur in an existing court facility, this fund exclusion does not pertain to the repair or maintenance of items outside the scope of the Capital Project.