

### Documents Reviewed for Current and Future FTCC Facility Needs

<b>What</b>	<b>When and How</b>	<b>Who</b>
Strategic Plan	Annually reviewed and revised	College-wide planning units
Facilities Master Plan	Every 10 years or earlier as needed	College-wide planning units
Long Range Plan	Every 10 years or earlier as needed	College-wide planning units
Routine and Preventive Maintenance	Annually reviewed and revised	Vice President for Administrative Services and Director of Facilities