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December 19, 2003

Mr. Joseph D. Keeler
Vice President of Administrative Services
GAVILAN COMMUNITY COLLEGE DISTRICT
5055 Santa Teresa Boulevard
Gilroy, CA 95020

RE: SWACC PROPERTY & LIABILITY INSPECTION

Dear Mr Keeler:

Enclosed is the report for the SWACC Property & Liability Inspection conducted for the Gavilan Community College District on October 27th-28th, 2003. The inspection was conducted on behalf of SWACC.

I will be conducting a follow-up audit to review the more critical recommendations we discuss during our meeting when I deliver the inspection report. The return audit will be scheduled one year after the date the inspection report was delivered, sometime around October 2004. Please let me know if the District has taken action on any physical conditions or District policies prior to audit. If Keenan & Associates can be of any assistance, please let me know.

It has been a pleasure to be of service to the District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning the report, kindly contact me directly at (800) 334-6554, extension 171.

Sincerely,

Maria Parada

Maria Parada
Loss Control Consultant
Loss Control/Risk Management

Enclosure

cc: Art Kerr, Facilities Services Director, Gavilan Community College
Rick McHale, Keenan & Associates, San Jose
Helena Williams, Keenan & Associates, San Jose
Ben Hertzler, Keenan & Associates, San Jose