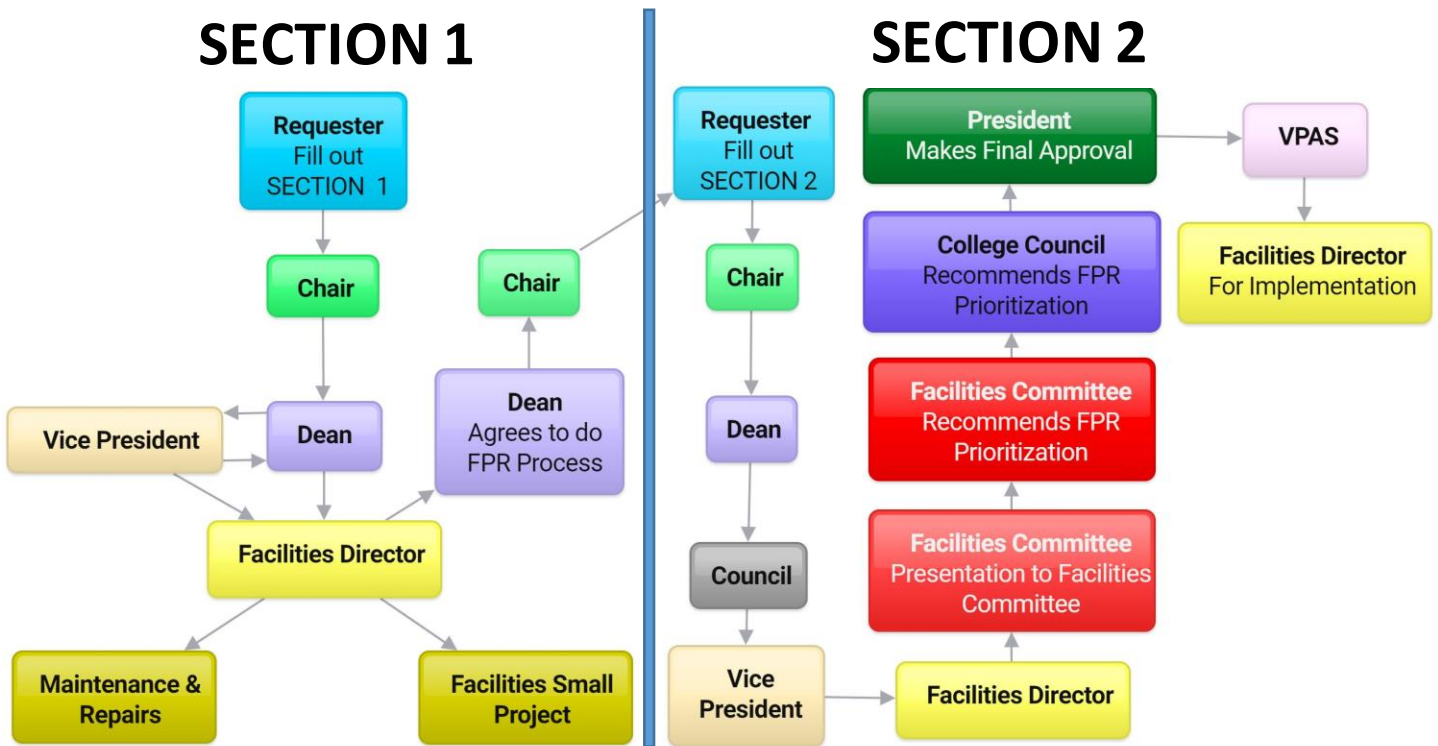


(FPR) Facilities Project Request - FLOWCHART



STEP 1 Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed. NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

Facilities Project Request (FPR) – Grossmont Facilities Committee

SECTION 1 – Condensed Summary: This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Bonnie Ripley/Sharon Farley

Phone Extension: 7336

Department/Program: Biology

Date: 09-29-20

Brief Project Name: Anatomy lab stool replacement

Project Number: **FPR 2021-02**

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): 30-154

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):
Project is to replace the 12 year old stools for students seating with Chairs in Room 30-154(Anatomy Lab). Will bring Anatomy Lab (30-154) in line with other Biology labs.

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): _____

3. State briefly how this project affects students and how many will be directly affected: As stated above, currently students use stools for seating in the anatomy lab(30-154). These stools are 12 years old (purchased with building funds in Spr 2007) and in disrepair. This lab room is in continuous use from Mon-Sat serving students working toward Allied Health and similar programs. Biology would like to upgrade these stools with 32 chairs. This will make seating more safe and comfortable for students for 3 hours of lab and also will assist with accomodations for students with disabilities.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): This is part of the Biology Dept Plans. Originally all department labs had stools. The conversion to chairs has been proceeding. In the last round, funds ran out before 30-154 was transitioned

5. List the other departments, programs, or services that may be impacted by this project: None

6. Estimated Cost (if known): 32x\$150=\$4,800

Potential/Recommended funding source: _____

7. When is this project needed? Spring 2020

Chair/Supervisor (print name & signature): _____ Date _____

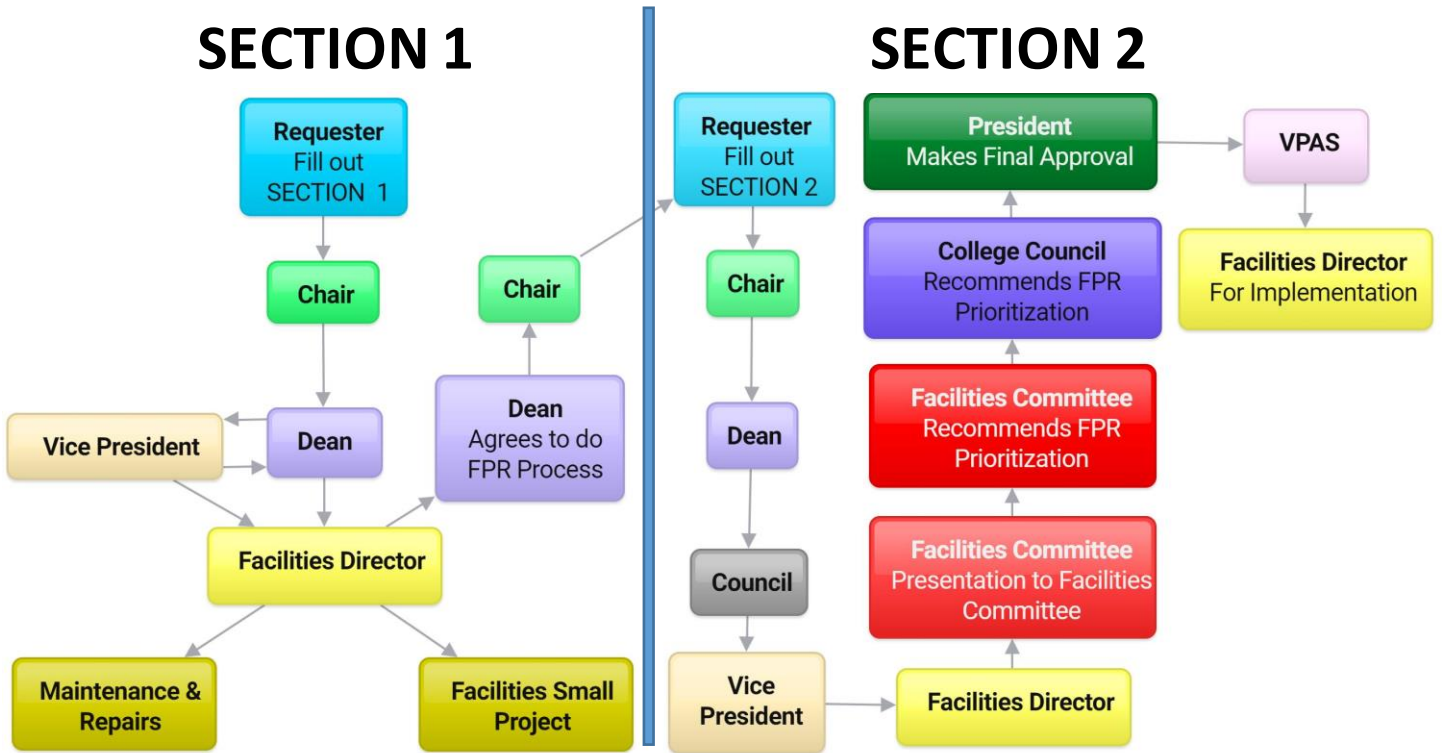
Dean/Director (print name & signature): _____ Date _____

Vice President (print name & signature): _____ Date _____



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.
(Refer to FPR Process Flowchart)

(FPR) Facilities Project Request - FLOWCHART



STEP 1 Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed. NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

Facilities Project Request (FPR) – Grossmont Facilities Committee



Complete this section ONLY when notified to do so by your Dean/Director

(Refer to FPR Process Flowchart)

FPR# _____

SECTION 2 - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: _____

Phone Extension: _____

Department/Program: _____

Date: _____

Brief Project Name: _____

Project Number: _____

(Brief phrase identifying need such as "Foreign language lab space expansion")

(Facilities Director fills this in)

Project Location (building/room number): _____

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** _____
- **Building/structure modification or new construction:** _____
- **Electrical, mechanical, plumbing:** _____
- **Extensive labor/time for Facilities/Maintenance staff:** _____
- **Landscape/outdoor project:** _____
- **New furniture (not for individual offices):** _____
- **Reconfiguration of furniture:** _____
- **Reconfiguration of the layout of shared space:** _____
- **Other (i.e., health/safety – please explain):** _____

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

4. Describe where this project has been planned for and attach documentation (*i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan*):

5. Describe the impact on other departments, services or programs if this project is completed:

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability= minimal environmental impact. Accessibility=promotes maximum independence and integration for students with disabilities)

7. Provide a cost analysis of the project:

- a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
- b) *What are the projected long-term costs?*
- c) *What is the 'life expectancy' of the project?*
- d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*

8. Describe the timeline for the project (*Is the project urgent – how so?*):

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): _____ Date _____

Dean/Director (print name & signature): _____ Date _____

AAC Review Date _____ ASC Review Date _____ SSC Review Date _____

Vice President (print name & signature): _____ Date _____

Facilities Director (print name & signature): _____ Date _____

ALL signatures are required to proceed to College Council

Co-Chair of Facilities Committee (print name & signature): _____ Date _____

Co-Chair of Facilities Committee (print name & signature): _____ Date _____

ALL signatures are required to proceed to the President of the College

(Print name & signature): _____ Date _____

Convener of College Council

Signature is required to proceed to the President of the College

Project Approved

(Print name & signature): _____ Date _____

President of Grossmont College