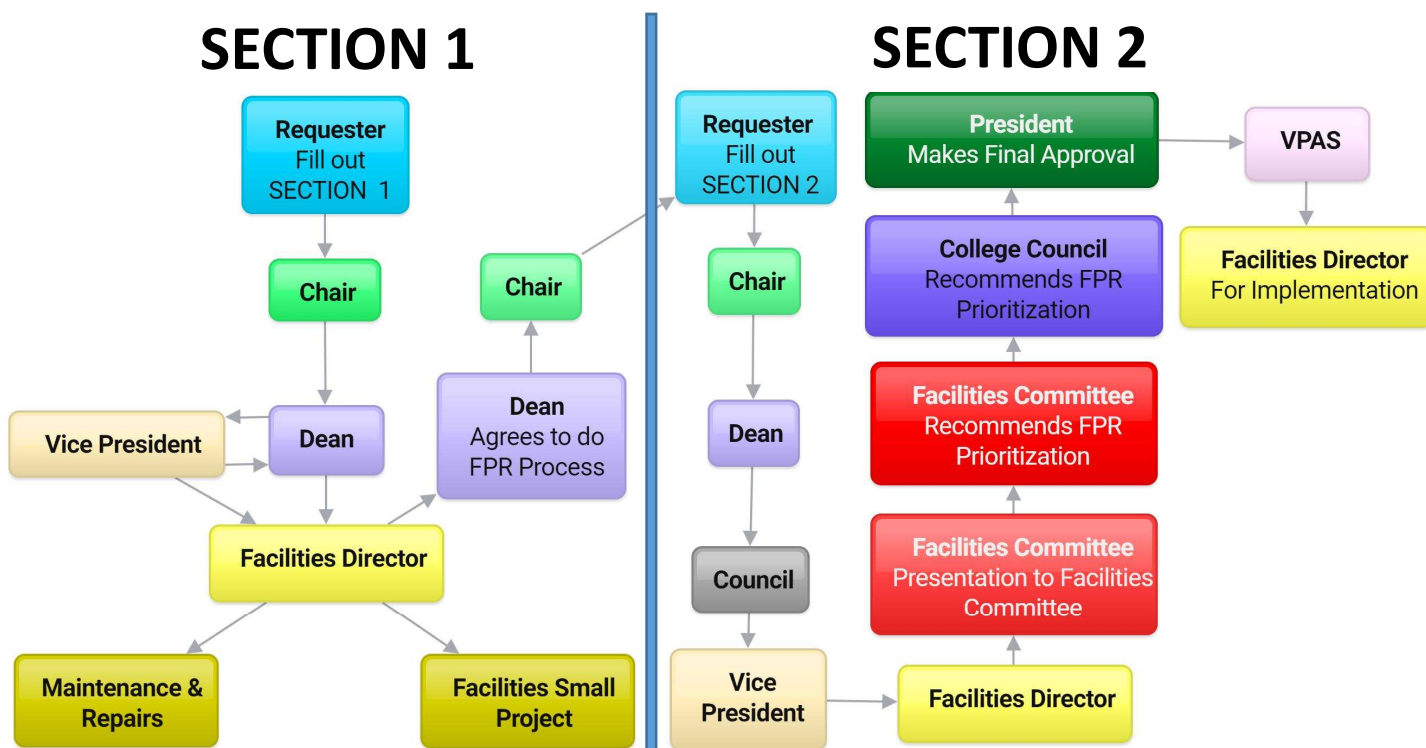


(FPR) Facilities Project Request - FLOWCHART



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: Lisa Oertling/Diana Vance

Phone Extension: 7339

Department/Program: Chemistry and Science

Date: 9/28/20

Brief Project Name: Maintenance of Chemistry lab rooms and chemical hoods

Project Number: FPR 2021-04

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

(Facilities Director fills this in)

Project Location (building/room number): Second floor of bldg 39 rooms 222, 240, 242, 232

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):
The chemistry department is requesting that basic maintenance be completed in our lab rooms and the stockroom. For plumbing this involves the cleaning out the u-bends of the sinks and snaking of the drains to prevent clogging of the drains. The doors need to be adjusted so that they close properly. Touch of painting needs to be done in the hallways and lab rooms. The chemical hoods need to be tuned and cleaned. This includes cleaning the dust bunnies from the insides of the chemical hoods, removing the rust for the equipment bars in the hoods, and repainting the sashes which have become rusty after thirteen years of use
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: Every chemistry student that takes chemistry 102, 113, 115, 116, 120, 141, 142, 231, 241L, 232, and 242L uses the chemistry laboratories and sometimes chemistry 110 students as well. Students will directly benefit from having drains that do not constantly clog and chemical hoods that operate at maximum capacity.
4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): These projects are basic maintenance of our college buildings and learning spaces.
5. List the other departments, programs, or services that may be impacted by this project: Anthropology and Earth Science teach classes in 30-208.
6. Estimated Cost (if known): This request is for routine maintenance that needs to be performed to maintain our chemistry laboratories. Potential/Recommended funding source: _____

7. When is this project needed? These projects should be completed on a regular basis. Does the facilities staff have a list of on-going activities that are done once a year, once every two years, etc? If so, these tasks should be added to the master schedule.

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

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

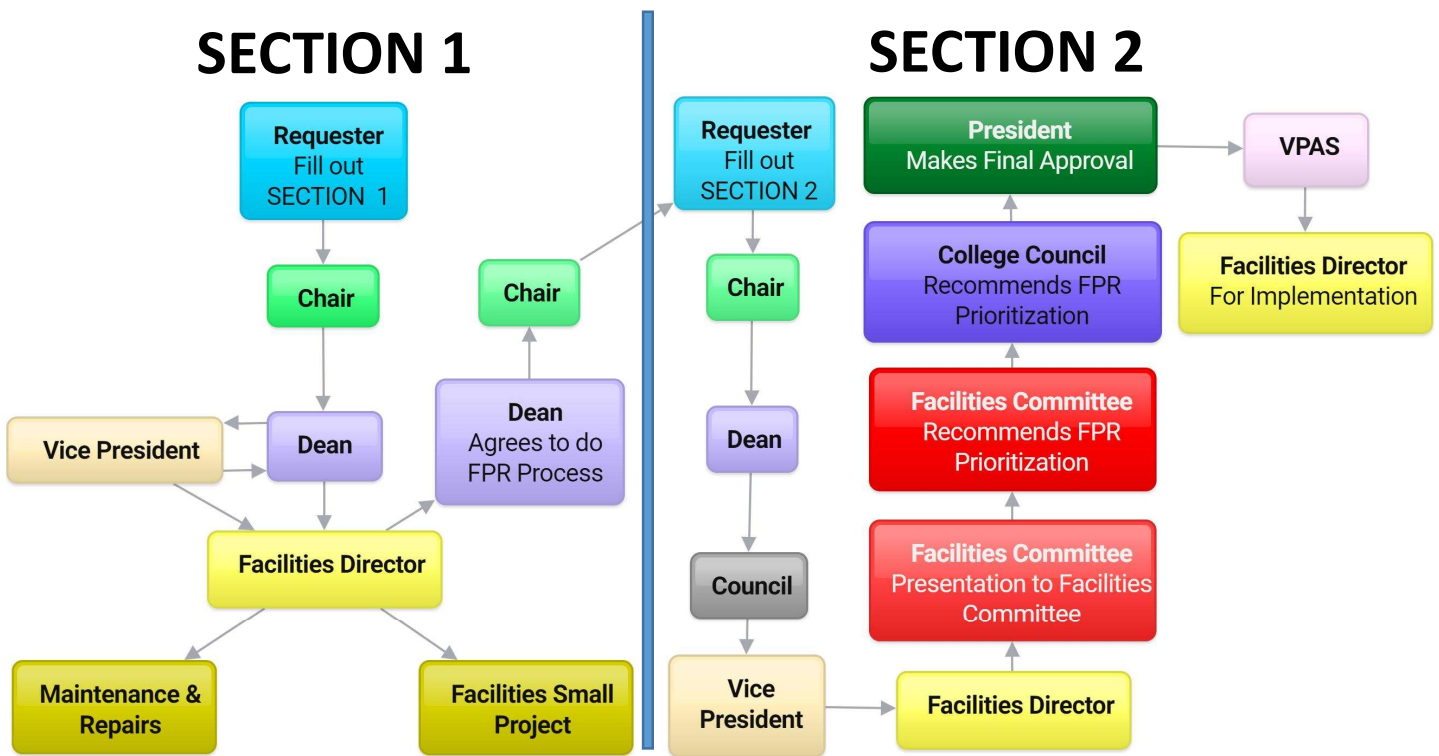
Vice President (print name & signature): _____ Date _____

Facilities Director (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