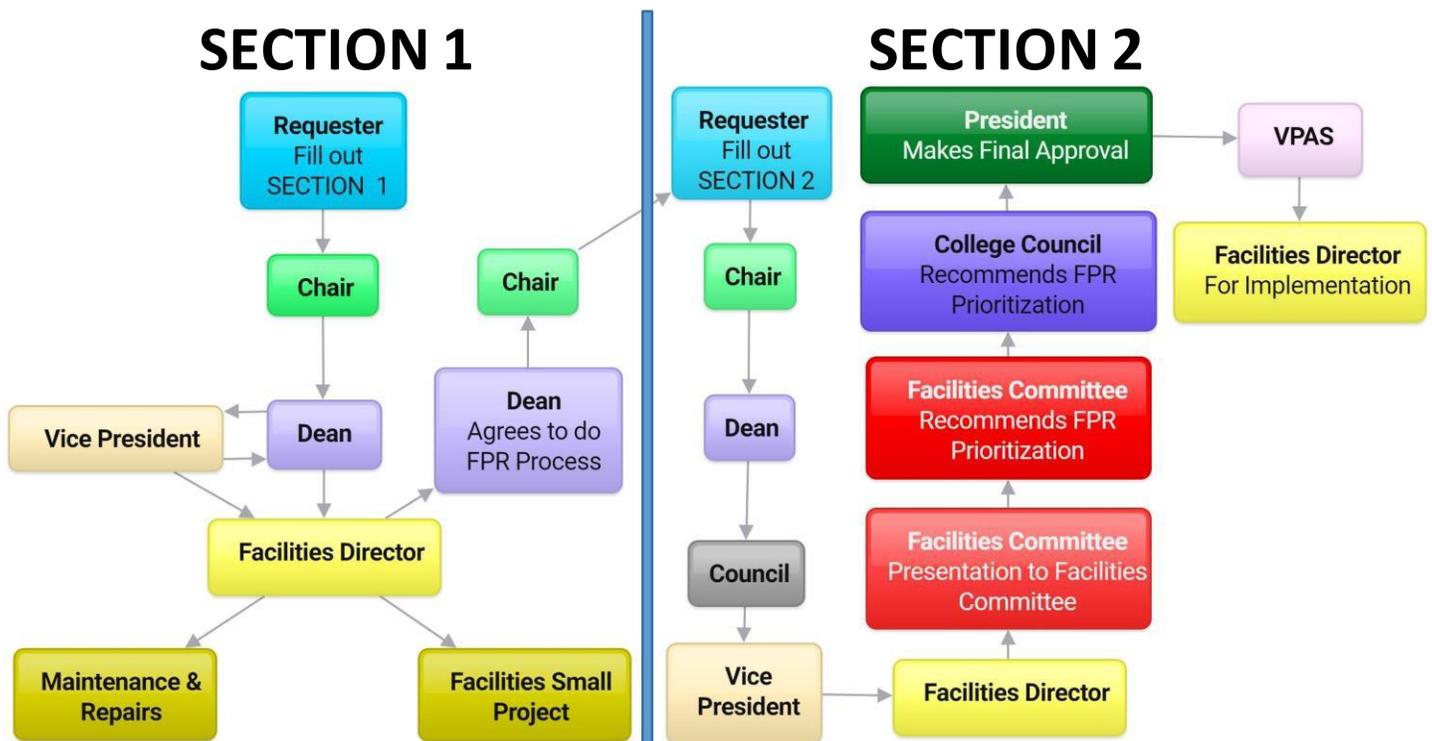


(FPR) Facilities Project Request - FLOWCHART



created with www.bubbl.us

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.

FPR TIMELINE FOR 2019

Mar 15 Facilities Director sends out FPR form to the campus

April 3 Requester turns in **SECTION 1** to their Chair/Supervisor

April 12 Dean turns in **SECTION 1** to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP

May 24 Vice President turns in **SECTION 2** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

June, July & August - No Facilities Committee meeting -

Aug 19 Facilities Director sends out FPR reports and scorecards to the Facilities Committee

Sept 4 First Facilities Committee meeting after summer and the start of the FPR prioritization

Nov 6 Facilities Committee recommends FPR prioritization to College Council

Nov College Council recommends to President

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: Cabinets for Rm 30-128

Project Number: **FPR2021-01**

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

(Facilities Director fills this in)

Project Location (building/room number): 30-128

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*): FPR to complete promised remodel of Rm 30-128 to accommodate Fall 2016 expansion of Bio 120 & Bio 141L sections in response to administrative directive

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: This remodel will provide the required storage space for materials and equipment for already added Bio 120 sections and Bio 141L sections. Expansion of BIO 120 into an additional lab room was only done on condition of remodel of lab space to accommodate preparatory materials for lab and space for activities. Course sections have addressed unmet student demand for both classes but now operate in a lab space that is not designed for its current use. Extra time of staff is required to move equipment from other rooms and some is temporarily stored on carts in the prep area, blocking aisles. Three sections of BIO 120 and four sections of BIO 141L meet in this room, impacting up to 250 students per week.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): Project is part of Department Plan as outline in TracDat in response to expansion of sections for Bio 120 & Bio 141L to improve equitable access to these courses for all students.

5. List the other departments, programs, or services that may be impacted by this project: All Allied Health programs are impacted, as both Bio 120 and Bio 141L are required pre-requisites for these programs

6. Estimated Cost (if known): _____ Potential/Recommended funding source: _____

7. When is this project needed? Spring 2017 was the original need date

Chair/Supervisor (print name & signature): Bonnie Ripley



Date 11/12/20

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

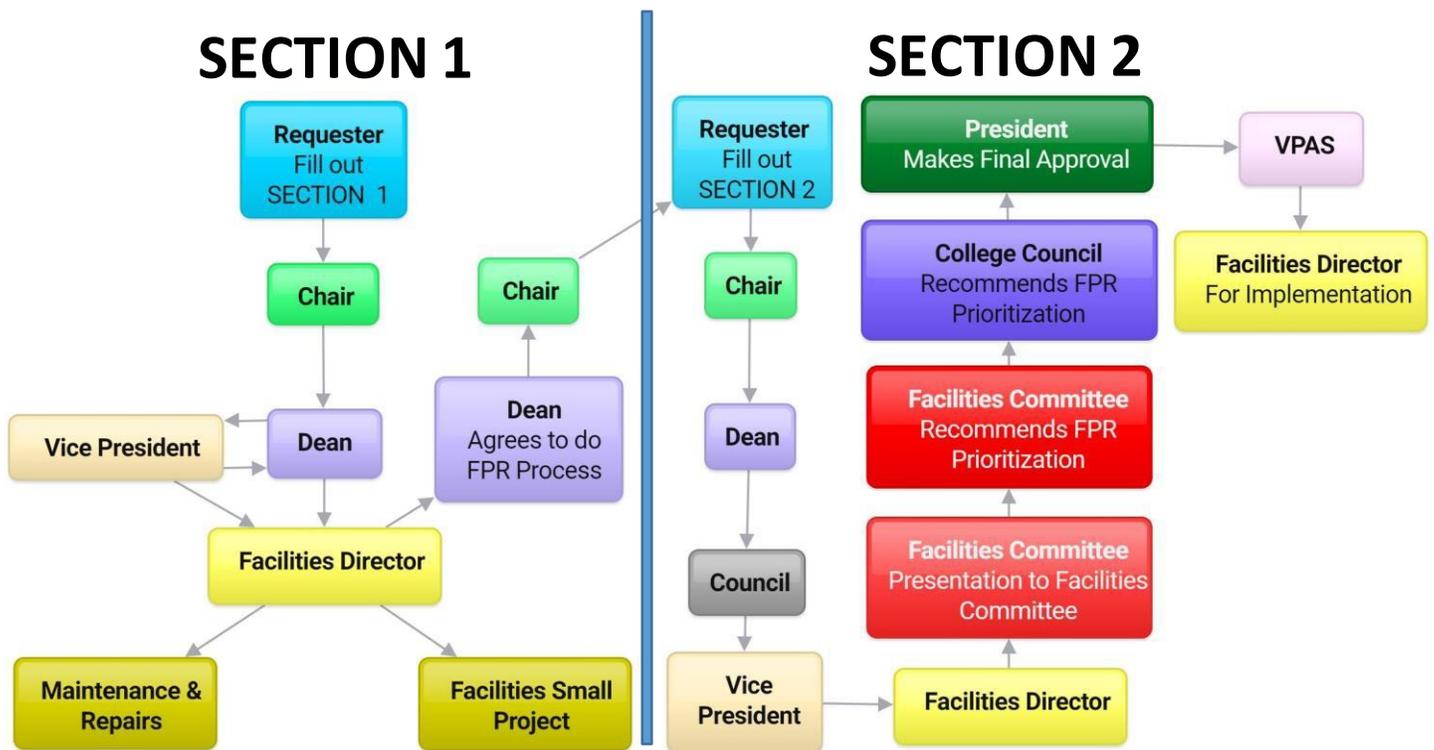
Vice President (print name & signature): _____ Date _____

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.

FPR TIMELINE FOR 2019

Mar 15 Facilities Director sends out FPR form to the campus

April 3 Requester turns in **SECTION 1** to their Chair/Supervisor

April 12 Dean turns in **SECTION 1** to Facilities Director with signatures from Chair/Supervisor,

Dean/Director, and VP

May 24 Vice President turns in **SECTION 2** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date June, July & August - No Facilities Committee meeting -

Aug 19 Facilities Director sends out FPR reports and scorecards to the Facilities Committee

Sept 4 First Facilities Committee meeting after summer and the start of the FPR prioritization

Nov 6 Facilities Committee recommends FPR prioritization to College Council

Nov College Council recommends to President

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: Bonnie Ripley/Sharon Farley

Phone Extension: 7336

Department/Program: Biology

Date: 09-29-20

Brief Project Name: Cabinets for Rm 30-128

Project Number: _____

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

(Facilities Director fills this in)

Project Location (building/room number): 30-128

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):
FPR to complete promised remodel of Rm 30-128 to accommodate Fall 2016 expansion of Bio 120 & Bio 141L sections in response to administrative directive
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:** Installation and building
 - **Landscape/outdoor project:** _____
 - **New furniture (not for individual offices):** Add upper cabinets on South side similar to those on North side; Remodel lower space into cabinets with doors similar to North side lower cabinets
 - **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?
This remodel will provide the required storage space for materials and equipment for already-added Bio 120 sections and Bio 141L sections. Expanding into this room addressed unmet student demand for both classes. Student are not being provided with high quality lab experience due to crowded conditions for activities. Staff require additional time to prep for labs.

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):

Project is part of Department Plan as outline in TracDat in response to expansion of sections for Bio 120 & Bio 141L

5. Describe the impact on other departments, services or programs if this project is completed:
All Allied Health programs as both Bio 120 and Bio 141L are required pre-requisites for the program

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

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

Remodel has less impact than new construction. These cabinets are for storage of materials and equipment used in lab, as such they are only accessed by staff as part of set up for scheduled lab classes. Cabinet design will allow for a wheel-chair access bench space.

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)*

Cost is one-time. There are no long-term costs and good quality cabinets should last as long as the rest installed in the building. Cost is highly dependent on College/District choice of materials and personnel. Cost exceeds Department budget available and we request general funds.

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

Urgent, this project was originally set to be completed by Spr 2017 per President and VPAA in response to expansion of Bio 120 and Bio 141L sections to meet FTES goals and unmet student need. This project had 3 stages, counter top, upper cabinets (in previously approved FPR for 18-19) and lower cabinets (in previously approved FPR for 18-19) that were never funded.

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