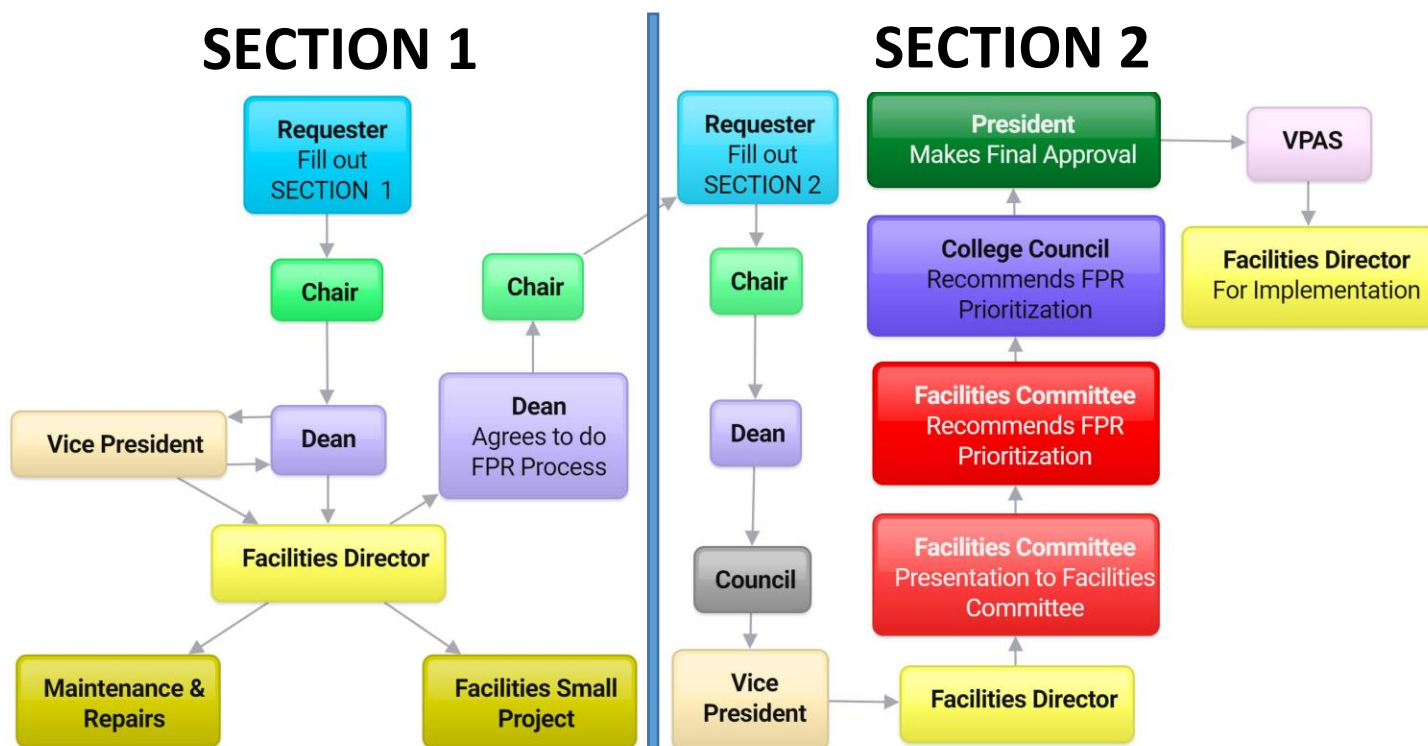


# (FPR) Facilities Project Request - FLOWCHART



**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

**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: FPR2021-02

*(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): \_\_\_\_\_

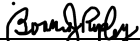
3. State briefly how this project affects students and how many will be directly affected: As stated above, currently students use stools for seating in the anatomy lab(30-154). These stools are 12 years old (purchased with building funds in Spr 2007) and in disrepair. This lab room is in continuous 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): Bonnie Ripley  Date 11/12/20

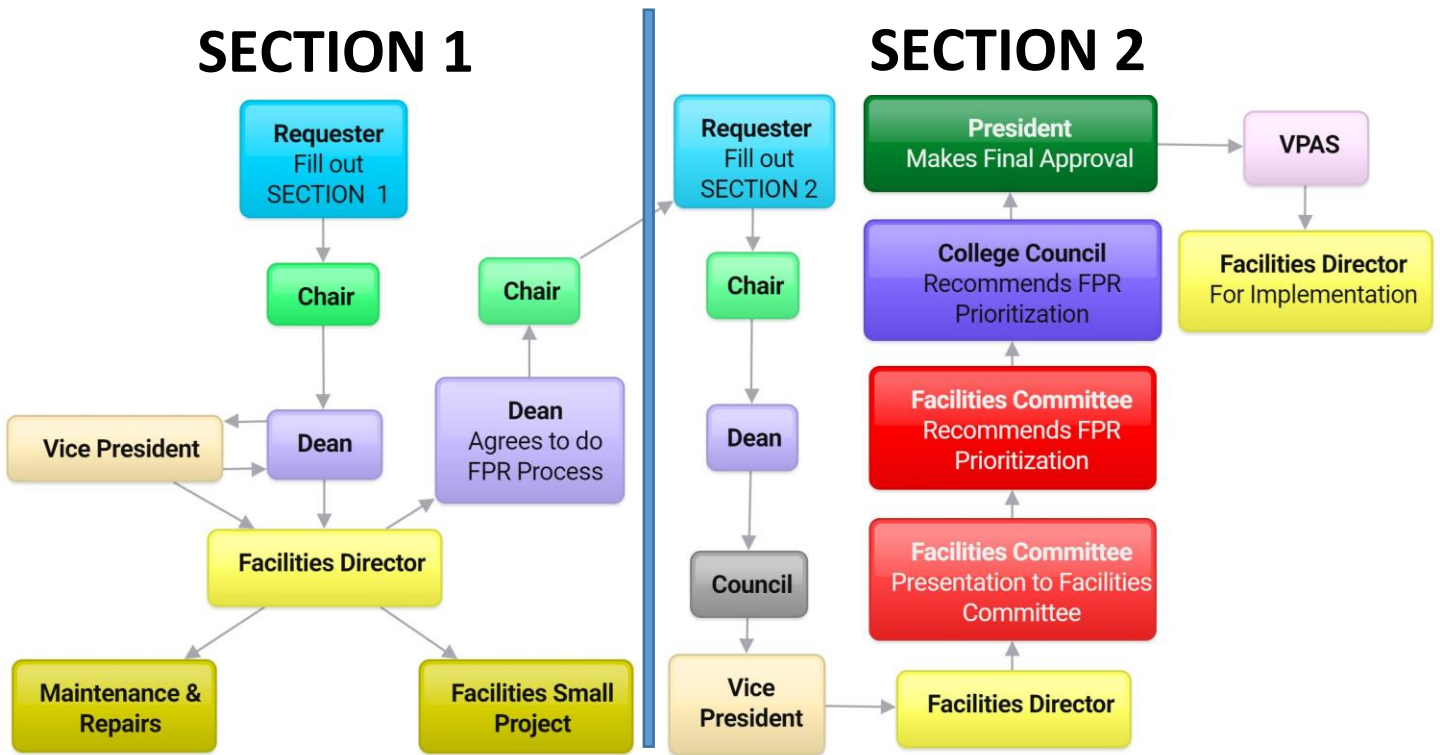
Dean/Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

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.

## 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: x7336

Department/Program: Biology

Date: 11/17/20

Brief Project Name: Anatomy lab stool replacement

Project Number: \_\_\_\_\_

*(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. 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):** Chairs for laboratory classroom (to replace existing)
- **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?

New chairs (with backs) will replace worn-out stools in this lab room. Students are in lab for three hours and having a chair with a back that is sturdy will be more comfortable and safer than the old stools. The lab holds 32 students with 10 sections of class meeting in that room per semester (for a total of 320 students). If the project is not implemented, the stools will continue to become less safe as time passes and will still need to be replaced.

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):

Department Annual Unit Plan

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

There is no direct impact on other programs, although the courses that use this room feed students into all of the Allied Health programs. If students are safer and more comfortable in lab, they may be more likely to successfully complete the course, recommend Grossmont College to a friend, and provide robust enrollemnt in the Allied Health department programs.

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

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

Sustainability: not directly. Accessibility: Any student with physical challenges, such as back pain, will be much more comfortable in chairs with backs rather than stools, especially because the stools are old and wobbly, risking student injury.

7. Provide a cost analysis of the project:

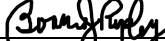
- a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
- b) *What are the projected long-term costs?*
- c) *What is the 'life expectancy' of the project?*
- d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation,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

One time cost of 32x\$150=\$4,800. The chairs should last more than 10 years before replacement is needed. Any funding source is fine.

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

Chairs needed for return to on-campus classes, now likely Fall 2021.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): Bonnie J. Ripley  Date 11/17/20

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 \_\_\_\_\_

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

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

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**Signature is required to proceed to the *President of the College***

**Project Approved**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College