

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: Matt Calfin

Phone Extension: 7390

Department/Program: Learning and Technology Resources (LTR)

Date: 4-14-2019

Brief Project Name: Learning Commons

Project Number: **FPR 19.001**

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

(Facilities Director fills this in)

Project Location (building/room number): 70 and the Library

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

The Learning Commons has two distinct goals. First, it is to transform LTR spaces for enhanced collaboration among students and faculty. In addition, the Learning Commons is to support Grossmont College's strategic goals of Engagement and Retention by providing resources and that enhance student success. A workgroup composed of students, staff, and faculty have been meeting since January 2019. Focus group research was conducted to determine the needs of the space. Attached is a concept draft drawing based on focus group research.

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: The Learning Commons will create enhanced collaborative space for students to meet with other students and faculty. Students have requested additional space to meet for group projects and have additional tutoring sessions as well.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): As mentioned above, the Learning Commons supports the Strategic Goals of Engagement and Retention.

5. List the other departments, programs, or services that may be impacted by this project: Outside of the LTR staff and faculty, the BOT, Math Department, ATC, the ESL department, and other faculty located in Building 70 will be impacted. Many of the staff and faculty have contributed to the focus group research.

6. Estimated Cost (if known): not known

Potential/Recommended funding source: Block Grant

7. When is this project needed? Spring and Summer 2019

Chair/Supervisor (print name & signature): Matt Calfin

Matt Calfin

Date 4-14-2019

Dean/Director (print name & signature): Matt Calfin

Matt Calfin

Date 4-14-2019

Vice President (print name & signature):

Loren Holmquist
Digital signed by
Loren Holmquist
Date: 2019.05.24
09:32:27 -07'00'

Date 4-23-2019

Facilities Director (print name & signature):

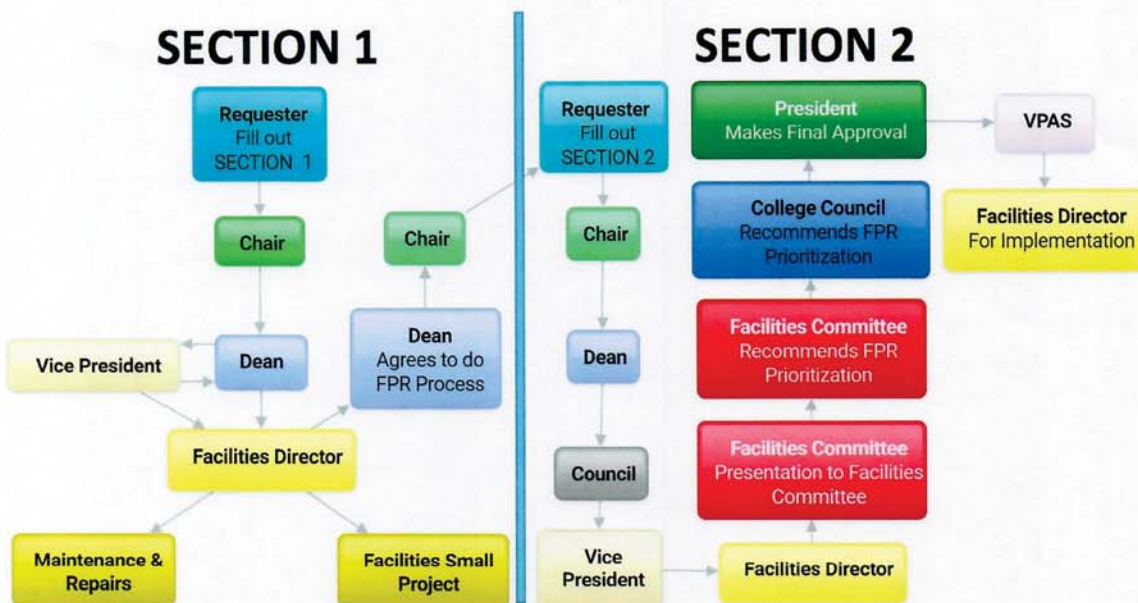
Date 5-23-19



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

Facilities Committee: 3-15-19

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#19.001

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: Eric Klein

Phone Extension: 7390

Department/Program: Learning and Technology Resources (LTR)

Date: 10/15/2019

Brief Project Name: Learning Commons

Project Number: FPR 19.001

(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*):
In alignment with Grossmont College's strategic plan, the goal of the Learning Commons is to provide an exceptional learning environment in the Learning and Technology Resource Center (LTRC). This project is also a reflection of the College's passion for, and focus on, equity and student success. We are mindful of the unique needs of an increasingly diverse student demographic, and the Learning Commons is designed to be a welcoming place for all students.

As outlined in our July 2019 Institutional Self-Evaluation Report (ISER), the Learning Commons is designed to transform LTRC spaces for enhanced collaboration among students and faculty. Moreover, it is aimed to support Grossmont College's strategic goals of Engagement and Retention by providing resources that enhance student success. Grossmont College established a Learning Commons workgroup in January 2019, and during the spring 2019 semester, the workgroup conducted nine focus groups with a total of 53 students, staff, and faculty to determine the types of spaces that would best meet these goals. The workgroup used the results of the focus groups as a basis for further campus dialogue as it worked to develop and design the attached Learning Commons concept.

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** Spaces will be created in the LTR to enhance student and faculty collaboration. Many of these spaces will have computers and technology tools to enhance teaching and learning.
- **Building/structure modification or new construction:** We are proposing some minor modifications to the building that will enhance the learning and working environment. This primarily involves the proposed installation of a couple of walls to create or relocate offices.
- **Electrical, mechanical, plumbing:** _____
- **Extensive labor/time for Facilities/Maintenance staff:** _____
- **Landscape/outdoor project:** _____
- **New furniture (not for individual offices):** We are hoping to add new furniture for students in the library and tech mall spaces. We anticipate that this new furniture will make the LTR more welcoming, comfortable, and enhance collaboration.
- **Reconfiguration of furniture:** We may reconfigure some of the existing furniture to accommodate the new furniture. We want to ensure that students have optimal spaces to study and collaborate.
- **Reconfiguration of the layout of shared space:** We are looking forward to offering a café in the library. In addition, we are hoping to consolidate and strengthen our tutoring services by having tutoring offered solely on the first floor.

- 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?

The Learning Commons will better integrate the library and learning support services while improving student engagement within the existing facilities. For example, the space will better enable students to engage with faculty and staff face-to-face. In addition, this project will also include space for student leadership development programs, as well as additional structured learning opportunities. Hundreds of students will be directly affected every day by the Learning Commons, and any student who enters the library or tech mall will be affected. The Learning Commons will be student-centered and dedicated to providing spaces and opportunities that promote student access, collaboration, and achievement.

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):

The Learning Commons aligns with Grossmont College's strategic plan, including the College's priorities related to Engagement and Retention. In addition, this project was discussed in the ISER, which was submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) in support of our application for reaffirmation of accreditation.

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

This project will positively impact students, faculty, and staff in a variety of departments across Academic Affairs and Student Services. For example, it will have a positive impact on Tutoring and Learning Assistance, which affects students in English, Math, ESL, and many other departments. It will also have a positive impact for students who utilize the Open Computer Lab in the Tech Mall, as well as students with disabilities who utilize the Assistive Technology Center. The Learning Commons will also be offering welcoming and engaging spaces for Grossmont athletes, as well as students who participate in College clubs and organizations.

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

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

We are committed to providing access to all library facilities and collections for students with disabilities. Similarly, we are committed to providing open and welcoming spaces, diverse collections, inclusive programming, and responsive services for all students, faculty, staff, and visitors. There will be minimal environmental impact associated with this project, and the improvements will be sustainable for many years.

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)

a) The majority of costs are one-time costs. The greatest expense will be new furniture for students.


b) We don't anticipate many long-term costs associated with this project. The costs will almost exclusively be one-time costs.

c) We expect the Learning Commons to be a sustainable project that will have long-term positive benefits for students, faculty, staff, and visitors. We expect that this project will help increase engagement and vibrance in the LTR for many years to come.

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


It would be ideal if this project could be completed in 2020-2021. It may also be beneficial for this project to be implemented in phases. We really need new furniture for students, and we currently have the space to accommodate that furniture. Reconfigurations of the space (such as the café, or consolidation of tutoring to the first floor) could take place in a second phase.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): Eric Klein  Date 10/15/2019

Dean/Director (print name & signature): Eric Klein  Date 10/15/19

☐ AAC Review Date ☐ ASC Review Date ☐ Review Date

Vice President (print name & signature): Michael Reese  Date 15 October 2019

Facilities Director (print name & signature): _____ Date 10-21-19

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

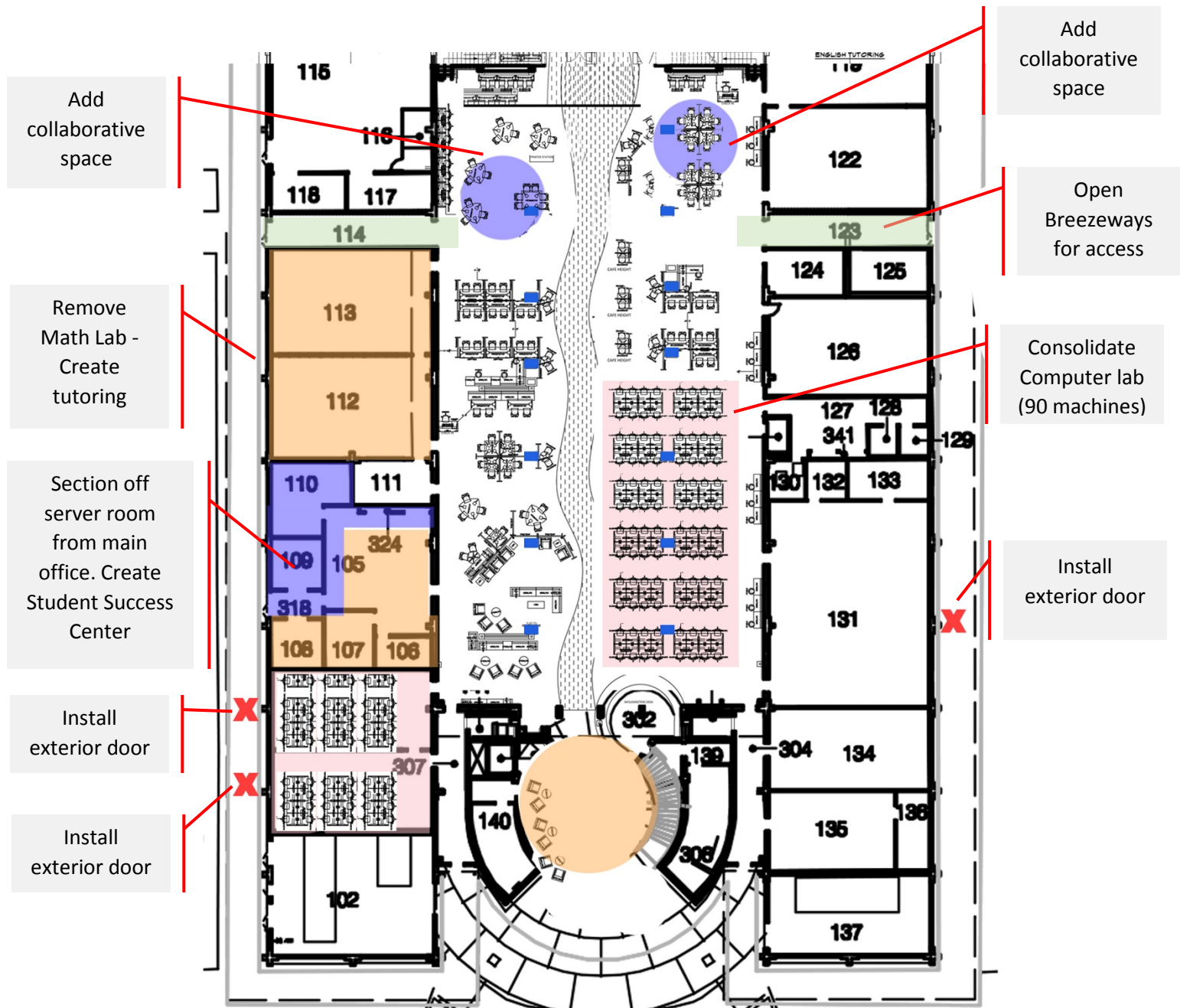
ALL signatures are required to proceed to the President of the College

(Print name & signature): _____ Date
Convener of College Council

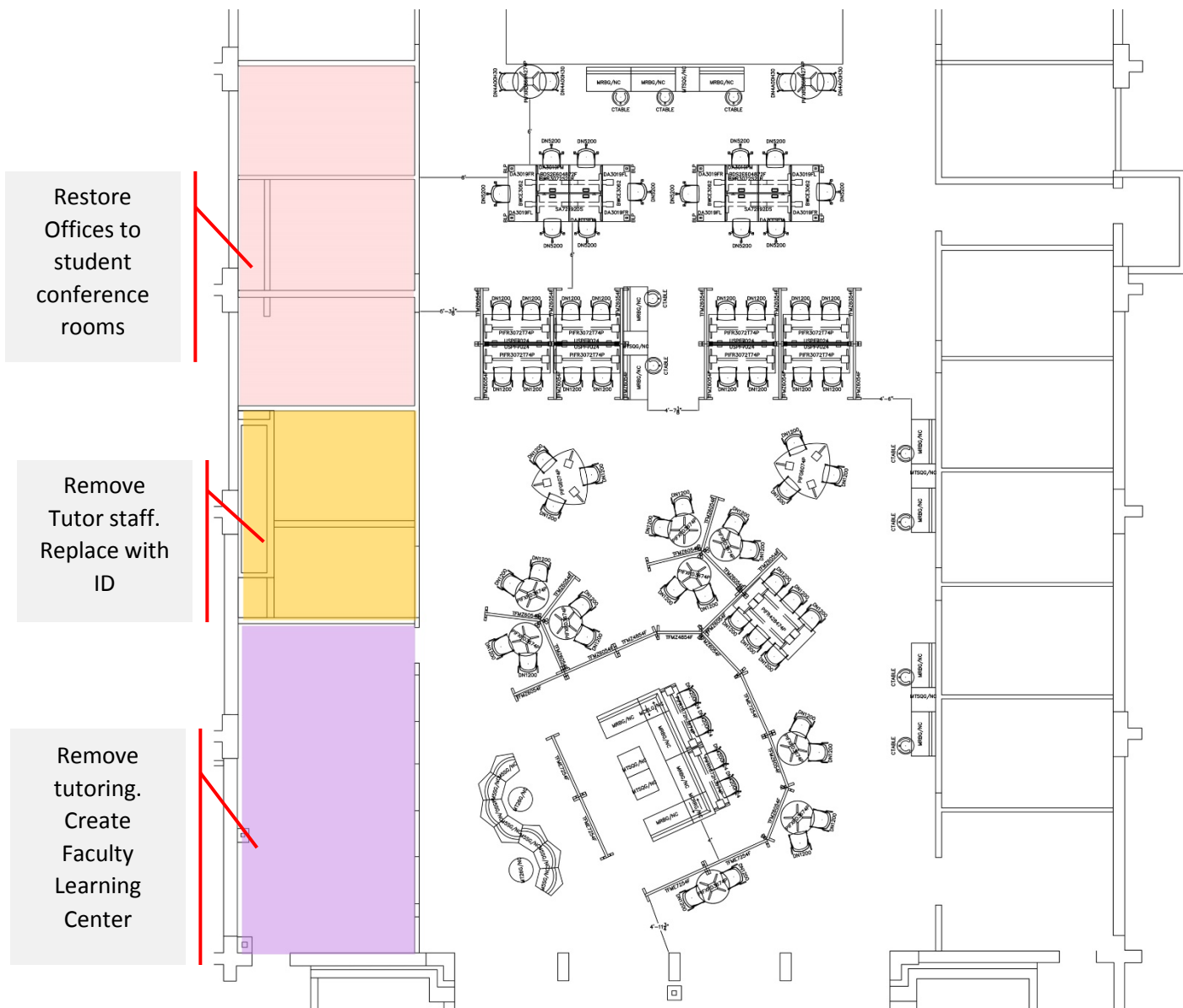
Signature is required to proceed to the President of the College

☐ Project Approved

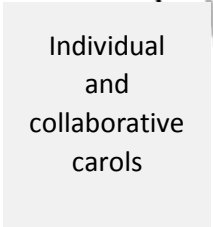
(Print name & signature): _____ Date
President of Grossmont College



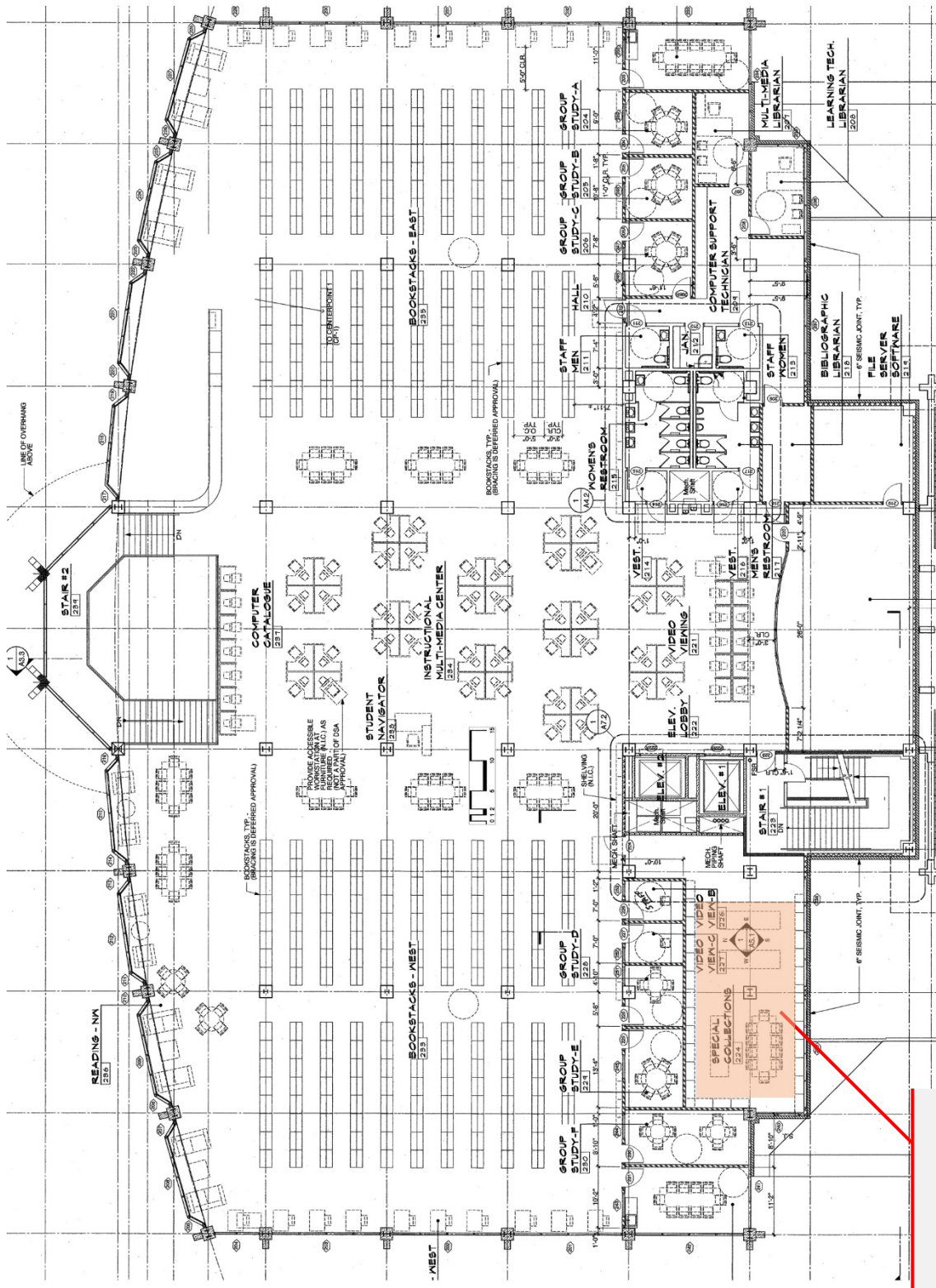
spaces
Tech Mall | 1st Floor



spaces
Tech Mall | 2nd Floor



spaces



Move Staff
from Tech
Services

spaces
Library | 2nd Floor

FPR Director's Report

Date 9/9/2017 FPR# 19.001

Project Name: Learning Commons

Description Constuction

Dean: Eric Klein

Ph# 2390

Email Eric.Klein@gcccd.edu

Contact: Eric Klein

Ph# 2390

Email Eric.Klein@gcccd.edu

Phase		COST	COMMENTS
Furniture	And infrustructure for furniture	\$ 650,000.0	
Infrustructure	For furniture	\$ 10,000.00	
Flooring	Rubber and carpet floor	\$ 200,000.0	Rubber floor cuts down on stains
Construction	Renovate to move staff	\$ 150,000.0	

TOTAL ESTIMATE COST	\$1,010,000	Including Public Works & Engineering
POSSIBLE COST REDUCTION	\$0	
TOTAL COST WITH REDUCTION	\$101,250	

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF	2	
(2) CONTINUAL IMPACT ON FACILITIES/OPS	1	About the same as current
(3) CONSTRUCTION IMPACT ON FACILITIES/OPS	2	Project Management
(4) PROJECT PHYSICAL FEASIBILITY	4	
(5) DIRECTOR'S RECOMMENDATION	4	
(6) COST FEASIBILITY	3	Combining some of the costs makes it cheper/feasable
TIME TO COMPLETE	1 year	
(7) PROJECT START/FINISH FEASIBILITY	2	

NOTES

Impact Score	0 through 4 (0= lowest, 4= highest)
Feasibility Score	0 through 4 (0= lowest, 4= highest)
Public Bid	Furniure no, Carpet yes, Construction yes
DSA	Construction yes
Gafcon	Mabey Furniture no, construction maybe
Proj. Manager	Facilities Dept Furniture yes, construction maybe
In-House	no
Contractor	yes
Join Projects	yes

Impact Notes	Furniture will need some infrustruction work done such as electrical and network cables. May not be too much of an impact on students. Intall/Move urniture in about one week. Could do this over spring break 2020. The flooring and construction will take about 9 months to a year for processing and construction. The actual construction would be about 2 months. Flooring would be an impact to students and the construcion should not impact students too much because the areas of construction are in staff areas.
Additional Notes	Idealy, do new flooring before furniture. However, there is a \$500,000 grant that can be used for the student furniture and needs to be spent now. Then do the flooring and construction together as one poroject.

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: Craig Milgrim, CoChair Biology

Phone Extension: x7337

Department/Program: Biology

Date: 20Mar19

Brief Project Name: Biology Department Teaching Garden

Project Number: **FPR 19.004**

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

(Facilities Director fills this in)

Project Location (building/room number): Adjacent to Building 30/30A-Greenhouse

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):
Create a new teaching garden adjacent to Building 30 & 30A. Area is currently occupied by standard ground cover. Space would be used to grow plants for use in Bio 110, 120 & 240. See attached map and project description

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 area would provide living specimens of plants being studied in in Bio 110, 120 & 240. These classes serve approximately 2500 students per academic year

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 project has been in the planning stages since 2017. It is part of the Biology Department's Unit Plan (see attached copy of plan from Trac Dat)

5. List the other departments, programs, or services that may be impacted by this project: This area could potentially be used by Physical Sciences.

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

7. When is this project needed? As soon as possible.

Chair/Supervisor (print name & signature): Craig Milgrim Date 3/20/19

Dean/Director (print name & signature): Cay Willey Date 4/4/19

Vice President (print name & signature): _____ Date 4-4-2019

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

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Loren Holmquist
Date: 2019.05.24
09:57:07 -07'00'

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: Craig Milgrim/Sharon Farley

Phone Extension: x7337

Department/Program: Biology

Date: 29May2019

Brief Project Name: Biology Department Teaching Garden

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*):

Create a new teaching garden adjacent to Building 30 & 30A. Area is currently occupied by standard ground cover.

Space would be used to grow plants for use in Bio 110, 120 & 240. See attached map and project description

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** _____
- **Building/structure modification or new construction:** _____
- **Electrical, mechanical, plumbing:** Convert current watering system to drip system
- **Extensive labor/time for Facilities/Maintenance staff:** Removal of existing ground cover and plants. Replacing watering system with drip system.
- **Landscape/outdoor project:** Remove existing ground cover and plants, replace with specific plants provided and paid for by Biology Department. Biology department faculty and staff will maintain once established.
- **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?

This area would provide living specimens of plants being studied in in Bio 110, 120 & 240. These classes serve approximately 2500 students per academic year. Students, especially those with mobility challenges will not be able to access materials required for classes beyond isolated classroom examples and pictures

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*):

This project has been in the planning stages since 2017. It is part of the Biology Department's Unit Plan (see attached copy of plan from Trac Dat)

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

This area could potentially be used by Physical Sciences and Culinary arts (see attached plan)

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

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

Existing plants ARE NOT DROUGHT TOLERANT. Watering system is designed to maintain landscaping. New water system will reduce overall water use. Many new plants will be drought tolerant varieties.

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 impossible to estimate since it mostly involves labor. Cost of replacement of watering system is dependent on what is currently in place. ALL COSTS FOR PLANTS AND ONGOING MAINTENANCE WILL BE DONE BY BIOLOGY DEPARTMENT FACULTY AND STAFF

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

This project was first proposed in 2017.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): ARANG HUGROM Date 5/9/19

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 _____

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 6/5/2019

Dean/Director (print name & signature): _____ Date 6/5/2019

☐ AAC Review Date 6/3/2019 ☐ ASC Review Date _____ ☐ SSC Review Date _____

Vice President (print name & signature): _____ Date 6/5/2019

Facilities Director (print name & signature): _____ Date 8-25-19

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 _____

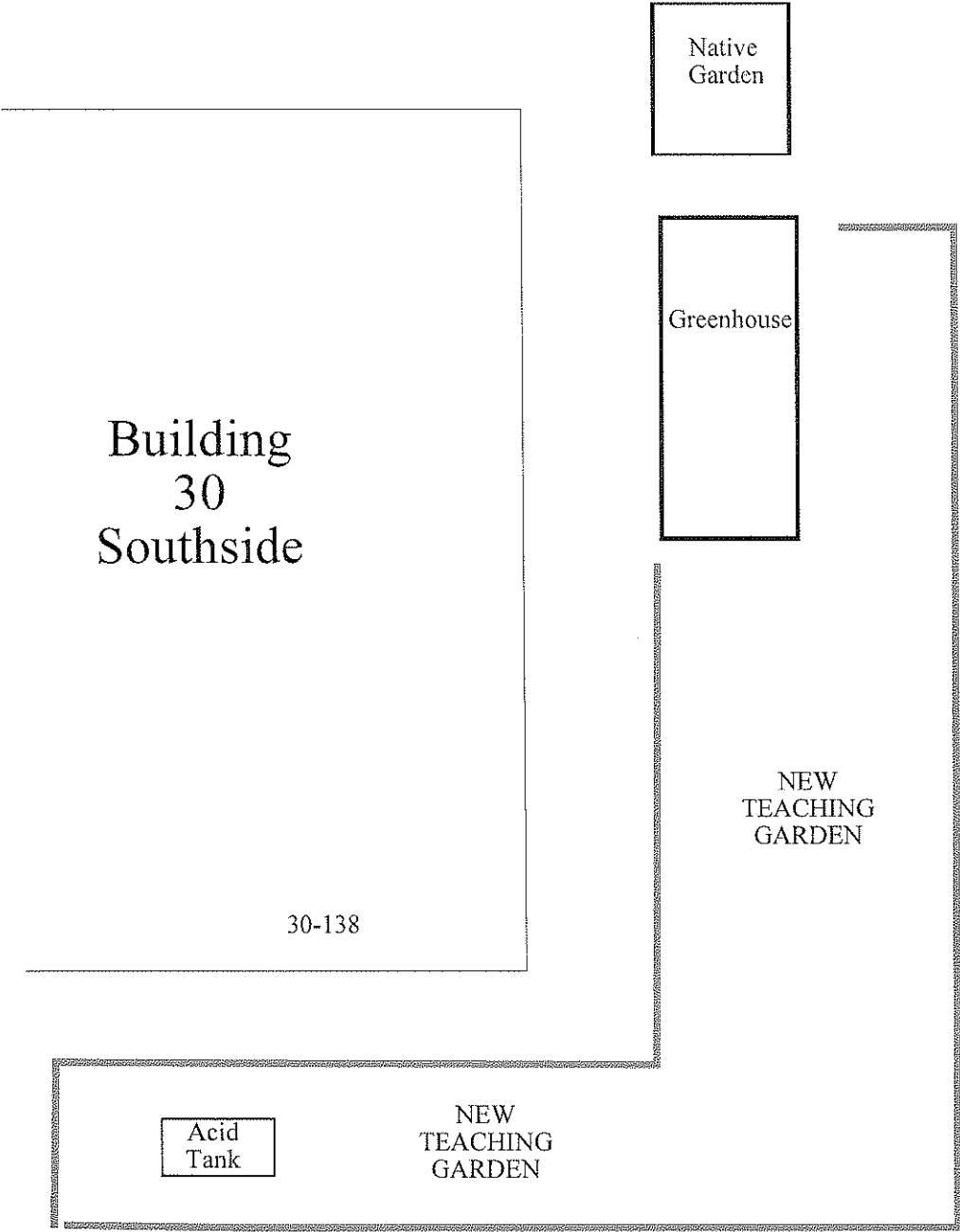
Convener of College Council

Signature is required to proceed to the President of the College

☐ Project Approved

(Print name & signature): _____ Date _____

President of Grossmont College



DRAFT PLAN
BIOLOGY TEACHING GARDEN
11 October 2017 - REVISED

Background

In Fall 2017, Biology submitted a Facilities request to convert landscaping vegetation around the Greenhouse and south of Building 30 near acid tank cover.

At the request of Dean Cary Willard, we are providing some guidelines for this project to assist the Facilities Committee in evaluating the project and estimating the cost

General Features

- Drip watering system to allow for customized watering schedules for plant species
- Soil preparation to provide appropriate environment for plant species
- Ability to partition space to organize species
- Depending on the plant species, shading may be required.
- Maintenance of plants would be provided by technical staff, faculty and students.
- Maintenance of watering system by GC Grounds department.
- In conjunction with Culinary Arts, some portion of the space may be devoted for a vegetable and herb garden to provide ingredients for Culinary Arts classes. The latter portion would be maintained by Culinary Arts

Partial List of Plant Species: This garden will provide plant species for Biology 240 (majors Biology), Biology 120 and Biology 110 (both transfer courses). The following is a partial, wish list of plant species. Final decisions would be made based on available space.

- At least one species of palm tree, something small is preferred, such as Mediterranean fan palm or if we want a more native species, California fan palm
- Two or more needle-leaved conifer species, particularly Pinyon pine, Torrey pine, and Italian stone pine (source of commercial pine nuts)
- At least two scale-leaved conifer species, such as California juniper, Incense cedar, Italian cypress, or any landscaping juniper
- Ginkgo (we have the tree already)
- At least one species of cycad that is not a "sago palm"
- At least one species of touch plant (Mimosa)
- At least one more species of horsetail besides the one we already have on campus
- A club moss, Lycopodium sp.
- Sunflowers

Please contact us if you have further questions or need additional information.

Main contact person: Craig Milgrim, CoChair Biology

Prepared with input from:

- Sharon Farley – Senior Tech
- Bonnie Ripley – Faculty, Lead Bio 240
- Michael Golden – Faculty, Lead Bio 110
- Virginia Dudley – Faculty – Teaching Gardens coordinator

Submitted to Dr. Cary Willard

10 October 2017

Craig Milgrim

TracDat v5.2.0.3

https://gussemont.tracdat.com/tracdat/faces/assessment-unit_planting/assessmentPlan.xhtml

Search

Welcome
Craig Milgrim

tracdat

Planning (MNSESW) - Biology

Planning (MNSESW) - BiologyAnnual PlanningUnit Plan

Home

Planting Unit

Annual Planning

Unit Plan

Planning Results

Reports

Documents

Assignment

Goal 07: RESOURCES - Develop and maintain an exceptional learning environment

Description: Develop open areas around Greenhouse and the west side of Building 30 with plants species for Biology 120 and Biology 110 laboratory activities.

Rationale: Continue to provide live materials for students to use in laboratory activities. (Active)

*Measurable Outcome(s) (required): Completion of activities

*Implementation Plan (required): 1. Work with Grounds Department (Ken Emmons) to remove all plants in space adjacent to Greenhouse and contiguous areas on West Side of Building 30.

2. Work with Grounds Department (Ken Emmons) to plan appropriate drip watering system

3. Select and purchase (using Department fund) appropriate plants

The area immediately adjacent to Greenhouse is currently under development. Department personnel have met with Ken Emmons on a plan to removed planting and install irrigation system. Some plants have already been purchased by the Biology Department and are being maintained in the Greenhouse

Other Depts Involved/Impacted (click ? for more info):

Institutional Plan Best Supported (click ? for more info):

Year Activity Originally Started (click ? for more info): 2014-2015

Next Year For Which This Activity Is Planned: 2015-2016

Resources Needed From College? ("?" FOR SPECIFICS): Yes (Fill out sections below)

Experimental or Innovative Approach (click ? for more info):

Outreach, External Partnerships and Community Ties (click ? for more info):

Response to Legislative Mandate/Initiative or Licensing Requirement (click ? for more info):

Anticipated Benefits &/or Negative Consequences (click ? for more info):

Resources Request Detail (click ? for more info): The area immediately adjacent to Greenhouse is currently under development. Department personnel have met with Ken Emmons on a plan to removed planting and install irrigation system. Some plants have already been purchased by the Biology Department and are being maintained in the Greenhouse

The costs will depend on the bid being sought by Ken Emmons

Technology Detail (click ? for more info):

Other Factors (click ? for more info):

Prepared by: Craig Milgrim

IRC USE ONLY:

Date Added: 10/14/2014

Active: Yes

Related Documents

Assignment

FPR Director's Report

Date 8/28/2019 FPR# 19.004

Project Name: Biology Teaching Garden

Description Trees and Plants

Dean: Cary Willard

Ph# 0

Email 0

Contact: Craig Milgrim

Ph# 0

Email 0

DEPARTMENTS**COST****COMMENTS**

GC Facilities

\$14,500

Dist. Facilities

\$0

Dist. IS

\$0

AV

\$0

Inst. Ops

FUSION

Contractor Possibly. \$14,500

TOTAL ESTIMATE COST

\$15,600

Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$15,600

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF

1

(2) CONTINUAL IMPACT ON FACILITIES/OPS

2

(3) CONSTRUCTION IMPACT ON FACILITIES/OPS

4

A lot of work for Facilities Dept.

(4) PROJECT PHYSICAL FEASIBILITY

3

(5) DIRECTOR'S RECOMMENDATION

4

As long as within Director's parameters

(6) COST FEASIBILITY

3

TIME TO COMPLETE

2 Months

(7) PROJECT START/FINISH FEASIBILITY

2

NOTES**Impact Score** 0 through 4 (0= lowest, 4= highest)**Feasibility Score** 0 through 4 (0= lowest, 4= highest)**Public Bid** No**DSA** No**Gafcon** No**Proj. Manager** No**In-House** Maybe**Contractor** Maybe**Join Projects** No**Impact Notes**

Drawing provided by the Biology Department may need to be adjusted for feasible working area. The request calls for several trees but some areas are not feasible due to either underground utilities, too close to buildings, and too close to sidewalks. The feasibility is based on Industry Standards, District Standards, and best practices. Ongoing impact of budget and labor to Grounds Department includes irrigation, pest control, and arborist. Faculty and students are not allowed to do arborist or pest control work due to liability and required certifications.

Additional Notes

See attached Director's Report Exhibit A for reference. Trees will need to be pre-approved by the Facilities Director before any planting of trees or changes of trees. More smaller plants and less trees may be the solution.

Above cost includes a full utility survey of underground utilities to mark out their locations. "Pot-holing" (dig to find utilities) may also be needed to verify, and is not included in the estimate. There is a chance that this project goes over the \$15,000 threshold and becomes a public bid project, costing 4xs more.

Samples of trees that are listed in the Facilities Project Requested

Mediterranean Fan Palm



CA Fan Palm



Needle-leaved Conifer



pinion pine



torry pine



italian stone pine



califonia juniper



Incense cedar



Italian Cypress



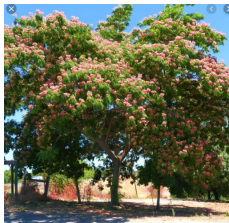
Ginkgo Tree



Cycad



Mimosa



Horestail



Club Moss



lycopodium sp



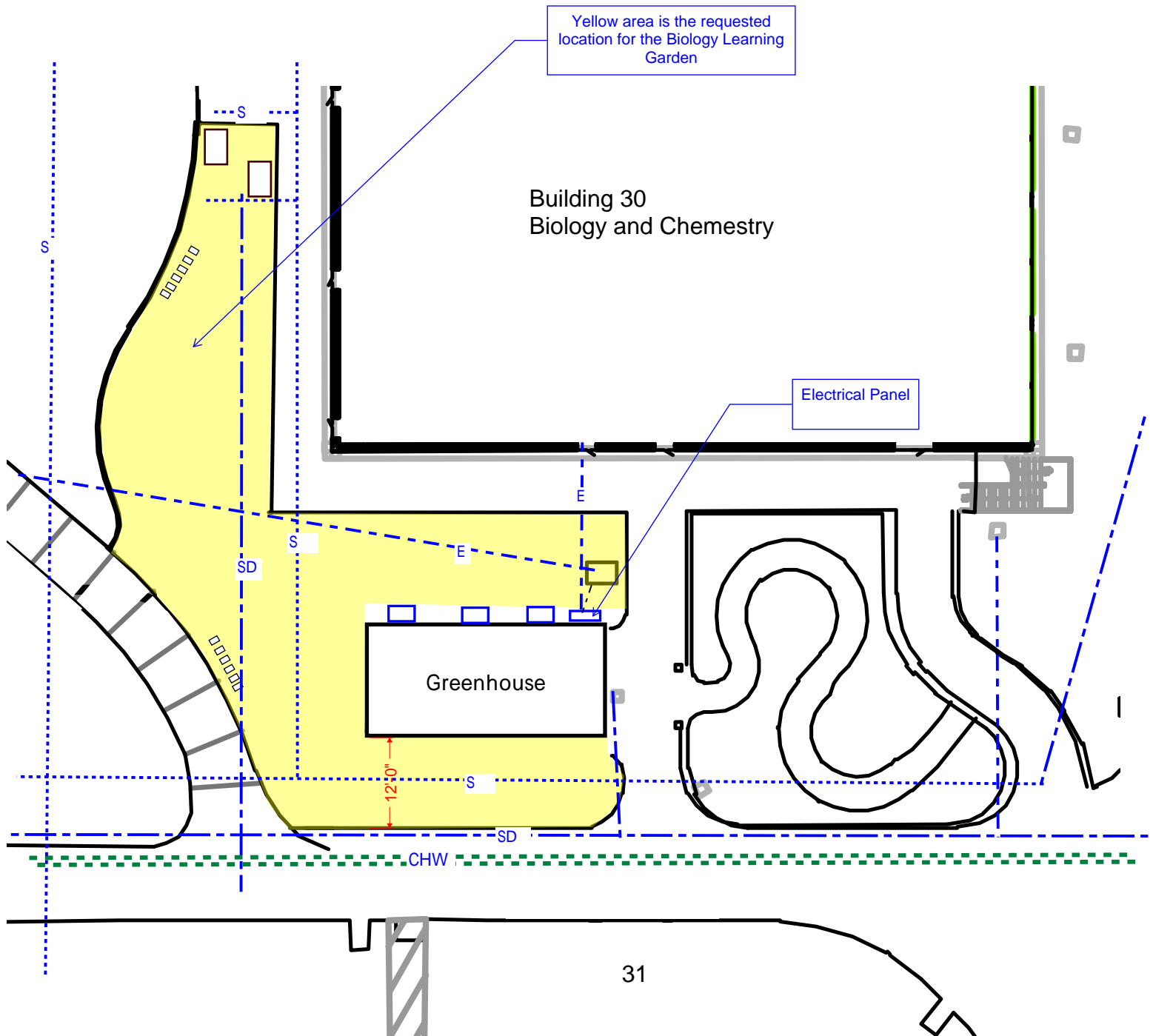
Sunflower





Underground Utilities

S = Sewer
SD = Storm Drain
E = Electrical



NOTE: The yellow area has several underground utilities. Tree roots need to be taken into consideration along with sidewalks and foundations. Also a large tree canopy needs to be evaluated so that it is not too close to the first and second floor of the building.

Facilities Project Request (FPR) - Grossmont Facilities Committee is 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: Susan Berry

Phone Extension: 7236

Department/Program: Student Affairs/ Gizmo's Kitchen

Date: 3/23/19

Brief Project Name: Walk-in Student Food Pantry

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

Project Number: FPR 19.005

(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):

In 2017 the State of CA awarded Grossmont College a statewide grant to address student food insecurities. To that end, Gizmo's Kitchen, the student food pantry, was launched. Due to space limitations Gizmo's Kitchen offers pre-packaged bags of food as well as toiletry kits. Donations are received and bags and kits are assembled in 60-206 (Common Ground) and given to students from Student Health Services. Storage space is extremely limited in the small space and results in some items sitting in the Common Ground until space is available for storage. Additionally, assembling the bags and kits takes considerable space and results in a lack of programming space and crowding in the Common Ground. Due to the limited storage, items to be purchased from either the Food Bank or Retail often cannot be purchased in bulk. This limited storage also results in the Student Engagement Coordinator having to make more trips off-site to ensure proper supply levels, while balancing the ability to walk in the space. To further address food insecurity CalFresh Workshops are offered in Common Ground, but again, overcrowding in the space does not allow for the frequency of sign-ups and confidentiality we would desire for our students. In just one year of operation, we have already outgrown our current location (Please see the attached data). Based on survey responses from Gizmo's Kitchen users, the next phase of growth would be offering fresh food (fruits, vegetables, etc.) as an option. We are now working on hosting a fresh food market once or twice a month where students can pick up a bag of produce, breads, and potentially eggs. Safe and sanitary space would allow this to become a routine offering. In order to better grow and serve the needs of students and the campus community we must have a separate location for the food pantry which will also allow us to expand community partnerships and offer basic need services as well as fresh foods and a community garden. The high usage of the food pantry has shown a need for its own space which hopefully in the future we will be able to have a walk in food pantry where students can choose their own food which is important especially to meet both cultural and dietary needs. As we continue to tackle this issue we need to start building for long term capacity and focus on growing this program.

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

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

3. State briefly how this project affects students and how many will be directly affected: Gizmo's Kitchen directly impacts students. Since being open we have served well over 4,000 meals and this year has been exceptionally busy. Students also have the opportunity to volunteer for the food pantry as well as learn about the efforts that Grossmont College is doing. Please see the attached data regarding student usage.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): Strategic Plan and Program review. The recommendations from the program review which I have attached to this document.
5. List the other departments, programs, or services that may be impacted by this project: The Grossmont College community will be impacted by this project in a positive way because of the way it serves the needs of our students and allows for the ability to participate and collaborate as an entire community.
6. Estimated Cost (if known): _____ Potential/Recommended funding source: Grossmont College was awarded a grant from the state of california to help assist with student food insecurities.
7. When is this project needed? ASAP

Chair/Supervisor (print name & signature): S. Berry Date 4/10/19

Dean/Director (print name & signature): [Signature] Date 4/10/19

Vice President (print name & signature): [Signature] Date 4/10

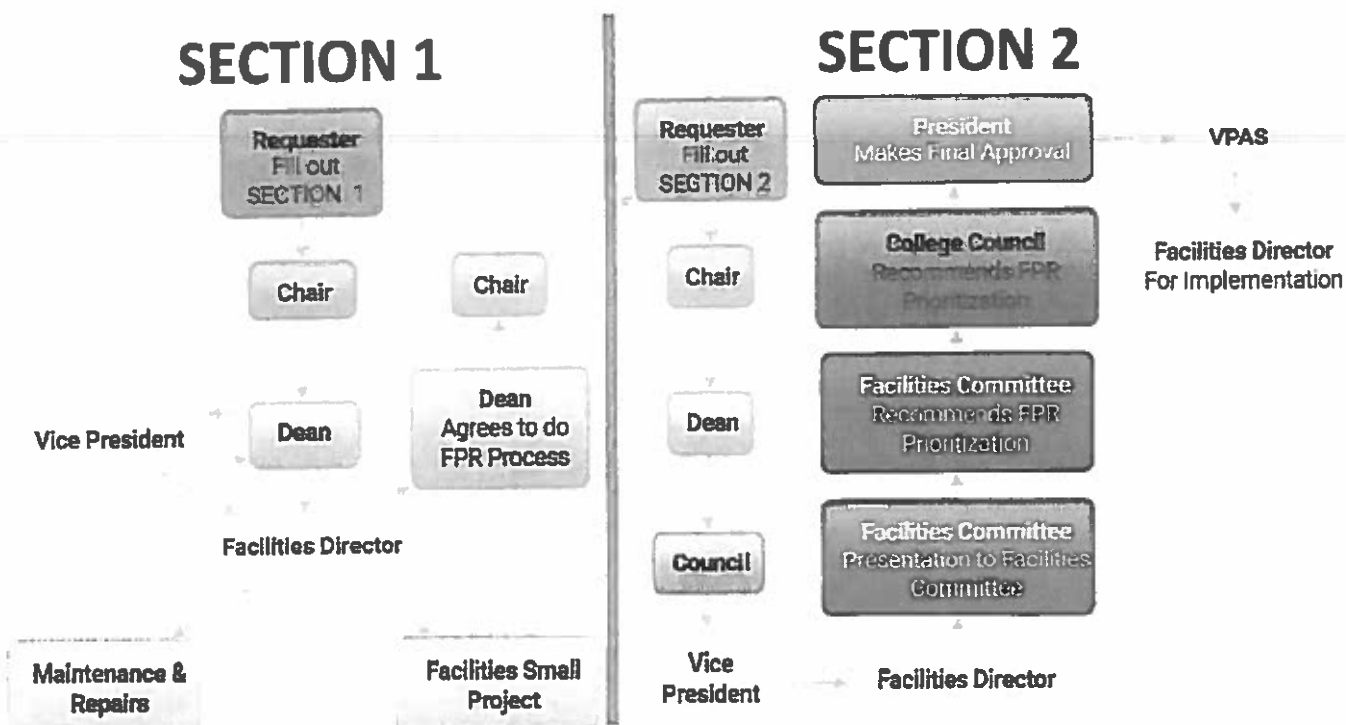
Facilities Director (print name & signature): [Signature] Date _____

Digitally signed by Loren Helmquist
Date: 2019.05.24 09:38:30 -0700



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
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:

Susan Berry ext 7236

Department/ Program:

Student Affairs/ Student

Engagement Gizmo's Kitchen

student food pantry

Brief Project Name: ____

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

Project Location (building/room
number): _____

Phone Extension:

Date:

Project Number: ____

(Facilities Director fills this in)

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

This project will focus on developing a walk in student food pantry where students can access fresh foods, pick foods that are conducive to their dietary needs. As well as allow for on-going basic needs services to be provided such as cal-fresh enrollment workshops, affordable housing information, affordable mental health information, WIC, fresh produce, cooking workshops, etc.. Gizmo's kitchen served over 4100 meals in one academic year. The walk in food pantry will need refrigeration, working vents, office equipment such

as desks and computers, furniture, and shelving.

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** Will need phones and a tv for programming needs. Computers to register students for basic needs services
- **Building/structure modification or new construction:** A new walk in food pantry is needed on this campus. The current space is no longer adequate for the needs of the student food pantry
- **Electrical, mechanical, plumbing:** Water will be needed and rest rooms working as well as the refrigeration

- Extensive labor/time for Facilities/Maintenance staff: Helping to set up the shelving and ensuring the refrigeration is working as well as the water and helping to move furniture to the space and move the food pantry items over to the space
- Landscape/outdoor project: ___ _
- New furniture (not for individual offices): Office desk, chairs, couches, computer stations, and a television
- Reconfiguration of furniture: ___ _
- Reconfiguration of the layout of shared space: ___ _
- Other (i.e., health/safety- please explain): ___ _

- 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 project will impact the entire campus because it will allow for Gizmo's Kitchen to extend its services to not only students who are single but also students who have families. We will also be able to be open later to serve our evening students. This will also allow for students, staff and faculty to volunteer by helping keep the pantry organize and allow for regular donation drop off and expand the selection of food we currently provide to our students. The food pantry is open to all students on campus.
- 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*): The project is being planned to take up the vacant space in the quad near the 50s building. It is where the smoothie shop was which was run by Sodexo.
- Describe the impact on other departments, services or programs if this project is completed: The impact could be increased traffic in the area and possibly noise due to programming.
- Describe how this project meets sustainability and accessibility principles:
(Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities) This project meets accessibility due to the access of food and basic needs services. Also sustainability due to not wasting food which food waste is one of the top 5 reasons for climate change. We will be educating the community about food waste and hunger issues.
- Provide a cost analysis of the project:
 - What is the cost impact of this project - are the costs one-time or ongoing? How so? This would be a one time cost since the food pantry works on getting consistent donations
 - What are the projected long-term costs? Electricity, Water, heat
 - What is the 'life expectancy' of the project? As long as there is hunger there will be a food pantry
 - What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other) General Funding and Equity
- Describe the timeline for the project (Is the project urgent- how so?): Urgent. We are hoping for this space to be open by the end of Fall 2019 because the need is great.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): Susan B Date 8-27-19

Dean/Director (print name & signature): [Signature] Date 9/3/19

☐ AAC Review Date

D ASC Review Date

D SSC Review Date

Vice President (print name & signature): [Signature] MARSHA GABE Date 9/4/19

Facilities Committee: 3-15-19

Pages

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

FPR Director's Report

Date 9/9/2017 FPR# 19.005

Project Name: Gizmo Kitchen

Description Walk-In Foor Pantry

Dean: Sara Varghese

Ph# 0

Email 0

Contact: Susan Berry

Ph# 7236

Email 0

DEPARTMENTS

Basic Cost
Full Project

COST

\$15,000
\$150,000
\$0
\$0

COMMENTS

See notes below for cost

TOTAL ESTIMATE COST

\$0 Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$0

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF

1 Noise nearby classrooms

(2) CONTINUAL IMPACT ON FACILITIES/OPS

2 Added sq' of cleaning and maintenance

(3) CONSTRUCTION IMPACT ON FACILITIES/OPS

4

(4) PROJECT PHYSICAL FEASIBILITY

4 *Existing modular building to use

(5) DIRECTOR'S RECOMMENDATION

4 *This is the best space for this kind of program

(6) COST FEASIBILITY

4 *Existing modular building to use

TIME TO COMPLETE

six months or more

(7) PROJECT START/FINISH FEASIBILITY

2 Depends on final SOW

NOTES

Impact Score 0 through 4 (0= lowest, 4= highest)

Feasibility Score 0 through 4 (0= lowest, 4= highest)

Public Bid maybe

DSA maybe

Gafcon maybe

Proj. Manager Loren or Gafcon

In-House yes

Contractor maybe

Join Projects no

Impact Notes

*The proposed Existing Modular is the one in the 500s complex area that Sodexo currently uses. Sodexo will be moving to a new location on campus.
This project could cost \$15,000 to \$150,000. \$15,000 to move in with basic function only. \$150,000 for what the department wants it to grow into. These are rough estimate costs.

Additional Notes

The Facilities Committee can prioritize based on location, need of program growth, feasibility of using existing modular building. Then the College Council can determine how much money to give to this project as a budget to build a SOW (Scope of Work).

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: Jeff Lehman

Phone Extension: 7341

Department/Program: Chemistry

Date: 4/14/2019

Brief Project Name: Science Club Amateur Repeater

Project Number: **FPR 19.006**

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

(Facilities Director fills this in)

Project Location (building/room number): Roof of Building 30

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):
Amateur repeater on the roof of Building 30. This project requires a place to place hardware of approximately 2'x2'x2'. This location needs power, and a data connection. This location would need to be out of the weather. Additionally, the location would require a length of coax cable to connect it, to a suitable outdoor location to mount an antenna of approximately 3'-6' in length. Given earlier projects in this location, it is my guess that this project could be accommodated with little to no reconfiguration or alteration.

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: Students will be actively involved in the construction and configuration of the hardware. It will be a Science Club project.

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 project is not associated with a particular plan or department. All of the hardware is currently in possession of the Science Club. We just need a space, power, data, and a place to mount the antenna.

5. List the other departments, programs, or services that may be impacted by this project: I think we could easily co-locate with the existing HVAC and water treatment equipment on the roof of Building 30.

6. Estimated Cost (if known): \$0.00 Potential/Recommended funding source: _____

7. When is this project needed? Summer 2019 or Fall 2019

Chair/Supervisor (print name & signature): Diana Vance Date April 15, 2019

Dean/Director (print name & signature): Albert J. Ward Date 4.18.19

Vice President (print name & signature): [Signature] Date 4.22.2019

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: Jeff Lehman

Phone Extension: 7341

Department/Program: Chemistry/Science Club

Date: 8/27/2019

Brief Project Name: Amateur Radio Repeater on Building 30

Project

Number: _____

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

(Facilities Director fills this in)

Project Location (building/room number): Roof of building 30

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

This project would create a space with necessary power, data, and antenna connection that would allow members of the Science Club to install an amateur radio repeater. This device would require space to place a computer "rack" type structure of about 2'x2'x4'. This location would require power, data, and a space to route coax cable to an outdoor rooftop location. This coax cable would be connected to an antenna of approximately 6' in length and mounted to an appropriate structure on an outside rooftop structure. It must be located on the roof top due to radio coverage optimization.

2. Describe how the project relates to each item:

- **Audiovisual, computers, data, software or phones:** _____
- **Building/structure modification or new construction:** There is an existing HVAC enclosure on the roof of building 30. A corner in this room would be sufficient. We would just need to located the repeater in a suitable location for power and data. We could then route the coax cable to an appropriate location. I don't think any construction would be required. It would be nice to encluse the repeater due to dust, but we could probably use a cabinet.
- **Electrical, mechanical, plumbing:** Power is already available at the location. It would be a matter of finding an outlet nearby.
- **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?

This project would allow students to install and maintain a communication device that is common in nearly all industries. There are many practical physical principles in play in this project. Students will be able to learn in the

installation and configuration of such a device, and use it on a daily basis. This repeater would also be accessible to all licensed amateur radio operators in the region.

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*):

This project is not part of a particular department. This request is on behalf of a student organization that is composed of students from many department. As such, it has not been part of typical planning processes.

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

There shouldn't be any impact on any other department. This is a device that sits on a rooftop, and is accessible remotely. On site maintenance is minimal once it is configured.

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

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

This request is for space for a device that is operated remotely. It is using existing structures, and adding negligible power use.

7. Provide a cost analysis of the project:

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

The costs involved are potentially minimal. If we can find a suitable location with power and data nearby, then it is a matter of locating the hardware, and plugging everything in. If an outlet needs to be added, or an additional data drop, then there is cost involved with these modifications.

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

This project is not urgent. However, we are working with a local person who has radio hardware that we may be able to use. This is somewhat time sensitive, but overall, there is no strong timeline requirement.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): C. Ullal for D. Vance Date 8/27/19
Dean/Director (print name & signature): C. Ullal Date 8/27/19
☐ AAC Review Date _____ ☐ ASC Review Date _____ ☐ SSC Review Date _____
Vice President (print name & signature): [Signature] Date 8.27.2019
Facilities Director (print name & signature): _____ Date _____

ALL signatures are required to proceed to College Council

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 6/5/2019

Dean/Director (print name & signature): _____ Date 6/5/2019

☐ AAC Review Date 6/3/2019 ☐ ASC Review Date _____ ☐ SSC Review Date _____

Vice President (print name & signature): _____ Date 6/5/2019

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

FPR Director's Report

Date 9/9/2017 FPR# FPR19.006

Project Name: Science Club Amateur Repeater

Description Radio

Dean: Cary Willard

Ph# 0

Email 0

Contact: Jeff Lehman

Ph# 0

Email 0

DEPARTMENTS**COST****COMMENTS**

GC Facilities	\$0
Dist. Facilities	\$14,000
Dist. IS	\$0
AV	\$0
Inst. Ops	
FUSION	

TOTAL ESTIMATE COST

\$14,000 Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$14,000

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

- | | |
|---|---|
| (1) CONSTRUCTION IMPACT ON STUDENTS/STAFF | 0 |
| (2) CONTINUAL IMPACT ON FACILITIES/OPS | 1 |
| (3) CONSTRUCTION IMPACT ON FACILITIES/OPS | 1 |
| (4) PROJECT PHYSICAL FEASIBILITY | 2 |
| (5) DIRECTOR'S RECOMMENDATION | 4 |
| (6) COST FEASIBILITY | 2 |
| TIME TO COMPLETE | |
| (7) PROJECT START/FINISH FEASIBILITY | 1 |

NOTES

Impact Score	0 through 4 (0= lowest, 4= highest)
Feasibility Score	0 through 4 (0= lowest, 4= highest)
Public Bid	no
DSA	Most likely not
Gafcon	no
Proj. Manager	District
In-House	no
Contractor	yes
Join Projects	

Impact Notes	Per District: The installation of a radio antenna requires an Engineer to determine the structural support for the required antenna. Most antenna mounts are fastened to a building for support, but some temporary engineered units are allowed to be installed with weights to support the antenna based on antenna weight and height. Both are designed based on engineered area wind factors and roof structural support. Both units cannot just be connected to any ground, but must be connected to an engineered grounding system based on NEC section 810 and other applicable codes. Electricians are not allowed to repair, or install non-UL listed or non-engineered equipment based on NEC article 100. Electricians can modify existing installation based on NEC code, but a new installation needs to be engineered.
Additional Notes	This is a great project, but required engineering and installation would need to be funded. The project would be done by the District Electrical department. See below an example of what one looks like.



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: Craig Milgrim/Sharon Farley

Phone Extension: 7337

Department/Program: Biology

Date: 3Apr2019

Brief Project Name: Cabinets for Rm 30-128

Project Number: **FPR 19.009**

(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. Addresses unmet student demand for both classes.

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

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

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): Craig Milgrim Date 3Apr19

Dean/Director (print name & signature): Sharon Farley Date 11 Apr 19

Vice President (print name & signature): Sharon Farley Date 4.12.2019

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

Digitally signed by
Loren Holmquist
Date: 2019.05.24
09:48:13 -07'00'

- 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: Craig Milgrim/Sharon Farley

Phone Extension: 7337

Department/Program: Biology

Date: 10Apr19

Brief Project Name: Complete

Project Number: _____

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

(Facilities Director fills this in)

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

- 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
- Describe how the project relates to each item:
 - Audiovisual, computers, data, software or phones: _____
 - Building/structure modification or new construction: 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
 - Electrical, mechanical, plumbing: _____
 - Extensive labor/time for Facilities/Maintenance staff: Installation and building
 - Landscape/outdoor project: _____
 - New furniture (not for individual offices): Cabinets and cabinet doors
 - Reconfiguration of furniture: _____
 - Reconfiguration of the layout of shared space: _____
 - Other (i.e., health/safety – please explain): _____
- 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. Addresses unmet student demand for both classes. Very likely loss of classes and FTES.
- 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
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 highly dependent on College/District choice of materials and designation of personnel for lab
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 (which is in process as of Apr 2019, upper cabinets (in previously approved FPR for 18-19) and lower cabinets (in previously approved FPR for 18-19). Funding for cabinets is currently in question

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): CRAY HUGGINS Date 10 Apr 19

Dean/Director (print name & signature): [Signature] Date 6/4/2019

☐ AAC Review Date 6/3/2019 ☐ ASC Review Date ☐ SSC Review Date

Vice President (print name & signature): [Signature] Date 6/4/2019

Facilities Director (print name & signature): Date 10-28-19

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

FPR Director's Report

Date 9/2/2019 FPR# FPR19.009

Project Name: Cabinets for Rm 30-128

Description 0

Dean: Cary Willard

Ph# 0

Email 0

Contact: Craig Milgram/Sharon Farley

Ph# 7337

Email 0

DEPARTMENTS

COST

COMMENTS

GC Facilities

\$63,000

Dist. Facilities

\$2,000

Dist. IS

\$0

AV

\$0

Inst. Ops

FUSION

TOTAL ESTIMATE COST

\$74,750

Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$74,750

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF 3

(2) CONTINUAL IMPACT ON FACILITIES/OPS 1

(3) CONSTRUCTION IMPACT ON FACILITIES/OPS 2

(4) PROJECT PHYSICAL FEASIBILITY 4

(5) DIRECTOR'S RECOMMENDATION 4

(6) COST FEASIBILITY 2

TIME TO COMPLETE 9 Months for Public Bid. One week to install

(7) PROJECT START/FINISH FEASIBILITY 4

NOTES

Impact Score 0 through 4 (0= lowest, 4= highest)

Feasibility Score 0 through 4 (0= lowest, 4= highest)

Public Bid yes

DSA no

Gafcon yes Public Bid Documentation

Proj. Manager GC Facilities

In-House no

Contractor yes

Join Projects no

Impact Notes

Additional
Notes

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: Pat Murray x7316

Phone Extension: 7316

Department/Program: Allied Health and Nursing

Date: 4/8/2019

Brief Project Name: Upstairs Lobby Furniture

Project Number: **FPR 19.010**

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

(Facilities Director fills this in)

Project Location (building/room number): 34-206

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):
The upstairs lobby is used so often for events that the furniture has been broken being moved. My request is for lobby seating that is on casters and additionally cleanable. The current cloth design is stained horribly. This furniture could be fixed up a bit and re-purposed in the downstairs lobby.

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: Hundreds of students from all over the campus come to our lobby. It is a showcase of the campus and is often the location that community partners will come to visit/tour.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): In the past, this project had been planned within Program Review.

5. List the other departments, programs, or services that may be impacted by this project: All campus departments and students utilize this space.

6. Estimated Cost (if known): 20,000 total guess

Potential/Recommended funding source: _____

7. When is this project needed? ASAP

Potential funding source is General Fund from Nursing Budget.

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

Dean/Director (print name & signature): Domenica Oliveri Eds R. Date 4/9/19.

Vice President (print name & signature): Michael Reese Date 4-10-2019

Facilities Director (print name & signature): [Signature] Date 5-27-19

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# 19.010

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: Loren Holmquist

Phone Extension: 7594

Department/Program: Facilities, on behalf of Grossmont College

Date: 10-24-19

Brief Project Name: Bldg 34 Upgrade Lobbies

Project Number: FPR 19.010

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

(Facilities Director fills this in)

Project Location (building/room number): 34-107 & 206

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):
Replace/update furniture, new flooring, permanently install AV, and window blinds.
2. Describe how the project relates to each item:
 - **Audiovisual, computers, data, software or phones:** Install permanent sound system, projector, and screen.
 - **Building/structure modification or new construction:** New flooring, install window blinds
 - **Electrical, mechanical, plumbing:** Electrical for AV
 - **Extensive labor/time for Facilities/Maintenance staff:** Time project manage the project
 - **Landscape/outdoor project:** _____
 - **New furniture (not for individual offices):** New furniture for both lobbies
 - **Reconfiguration of furniture:** Possibly reassign existing furniture to other spaces
 - **Reconfiguration of the layout of shared space:** Update the configuration to better serve students and special events
 - **Other (i.e., health/safety – please explain):** Existing furniture setup becomes a fire egress code issue when all the furniture has to be moved out and into the fire egress hallway for large special events.
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?
Some of the current furniture is in poor condition and needs to be replaced. Students use this space for study and workgroups. Special events displace these student activities. The space needs to continue to be used for special events. Ideally, design the spaces where special events do not impede student activities.
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*):
Attached shows the original layout. Both spaces are originally designed by architectural code as an assembly. This space was designed for student study/activities and special events. However, the furniture choice at that time did not foresee the issues of furniture being damaged when moved from one format to another.
5. Describe the impact on other departments, services, or programs if this project is completed:
There is already an impact on the surrounding departments, especially the Allied Health and Nursing department offices that students need to access. There is currently an impact on the Facilities/Operations department to

continually fix the broken furniture, move the furniture, and move tables and chairs from outside the space. IMS department has to setup a sound system and projection system for special events. This project would decrease the impact on the three mentioned departments. The initial impact will be on Facilities to project manage the project.

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

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

By setting up the space for flexible use, we are better utilizing the time of Facilities/Operations and IMS. It frees up the use of chairs and tables for other events.

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)*

The project can be broken into parts if need be.

Part 1 = Purchase furniture for both lobbies. Approximately \$150,000 one-time cost. There will be ongoing costs for repairs and cleaning of the furniture. The suggested furniture type is either nesting or stackable on wheels to either push out of the way for events or use for the event. Also, durable to move and easy cleaning. Furniture expectancy is 10 years. Possibly grant funds for the student furniture portion and general fund for the remaining.

Part 2 = Replace flooring in both lobbies to possibly durable rubber flooring that will help with spills and cleanup. This flooring type still has some sound dampening qualities that are better than tile but not as good as carpet. The floor expectancy is 10-20 years. Possibly general fund. Approximately \$75,000

Part 3 = Install permanent sound system and projection system for special events. Expectancy is 10-20 years. IMS will start some basic installation now, using their budget. The remaining cost for the whole project would be around \$10,000 from the general fund.

Part 4 = Install window blinds. Approximately \$10,000. Expectancy is 10 years. General fund.

The four parts can all be done at once or can be done separately in any order. The preferred priority timeline would be:

1. Furniture
2. AV
3. Flooring
4. Blinds

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

The current furniture has been problematic for some time. The urgency would be the furniture and would like to have it in place by Spring 2020.

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

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): _____ Date 6/5/2019

Dean/Director (print name & signature): _____ Date 6/5/2019

☐ AAC Review Date 6/3/2019 ☐ ASC Review Date _____ ☐ SSC Review Date _____

Vice President (print name & signature): _____ Date 6/5/2019

Facilities Director (print name & signature): _____ Date 9/2/19

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

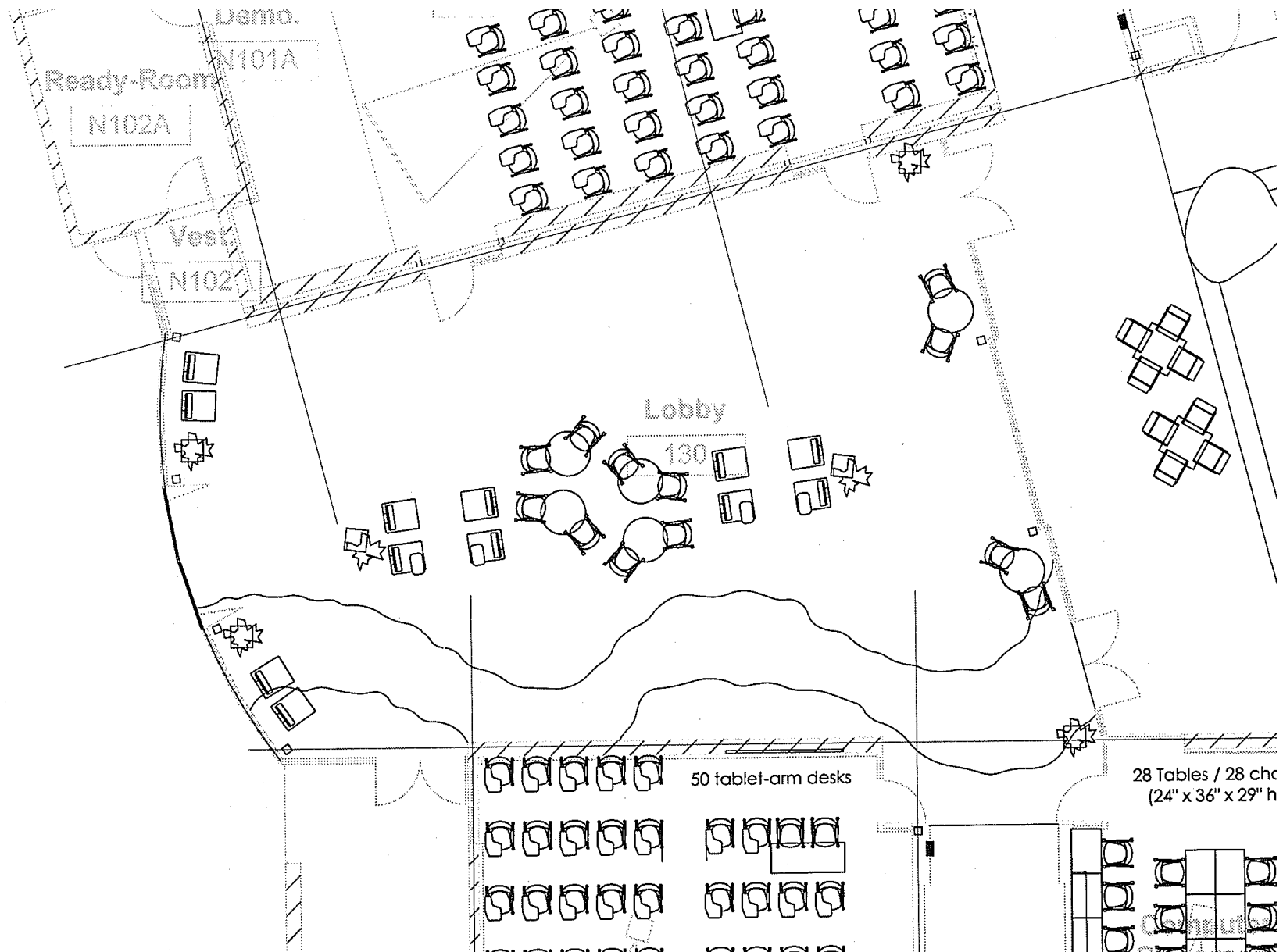
Signature is required to proceed to the President of the College

☐ Project Approved

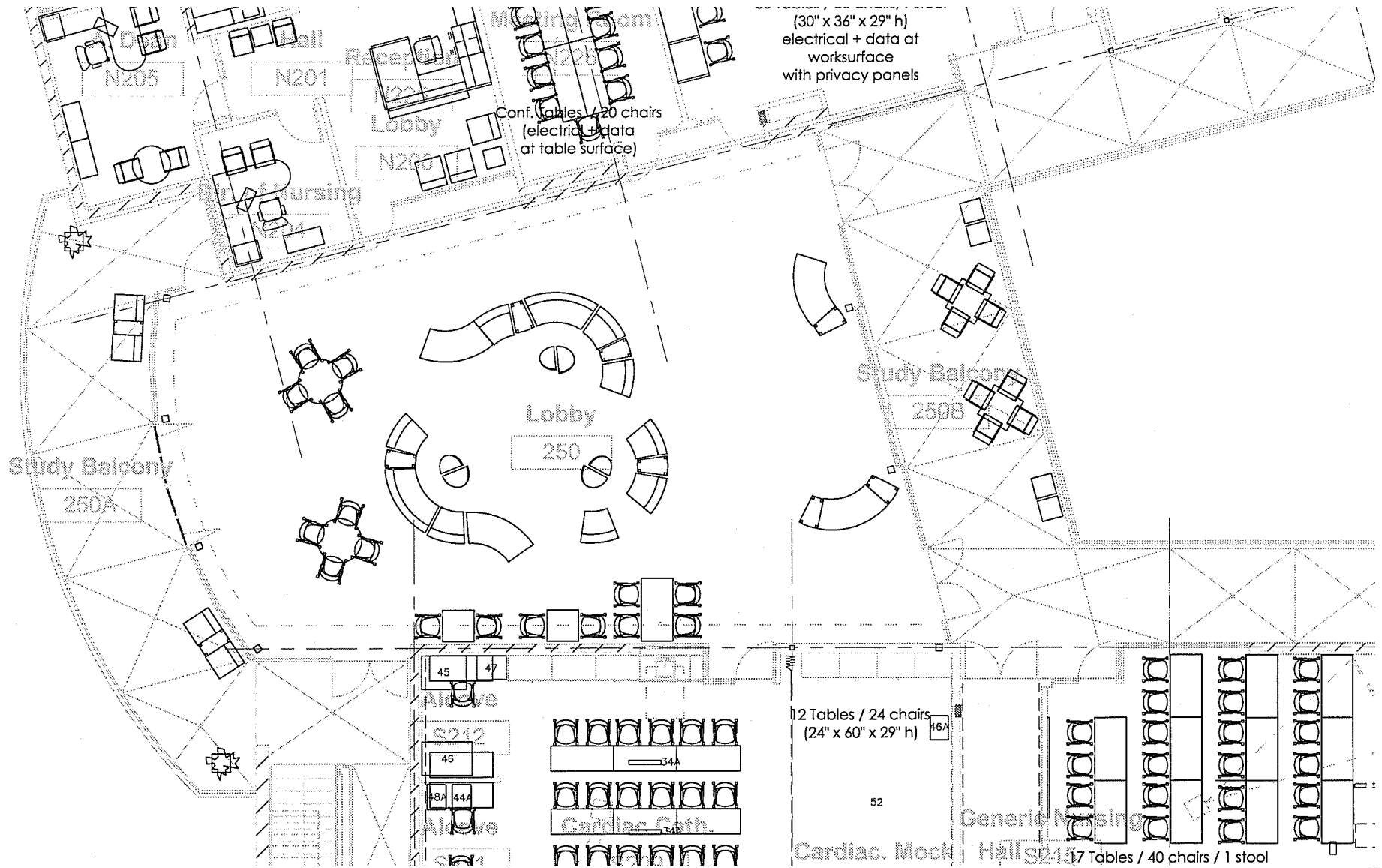
(Print name & signature): _____ Date _____

President of Grossmont College

Building 34 First Floor Original Drawing



Building 34 Second Floor Original Drawing



FPR Director's Report

Date 9/2/2019 FPR# 19.010

Project Name: Bldg 34 Upgrade Lobbies

Description Bldg 34 Upgrade Lobbies

Dean: 0

Ph# 0

Email 0

Contact: Pat Murry

Ph# 0

Email 0

DEPARTMENTS**COST****COMMENTS**

Furniture

\$150,000

Flooring

\$75,000

AV

\$10,000

Blinds

\$10,000

TOTAL ESTIMATE COST

\$245,000

Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$0

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

(1) CONSTRUCTION IMPACT ON STUDENTS/STAFF 2**(2) CONTINUAL IMPACT ON FACILITIES/OPS** 1**(3) CONSTRUCTION IMPACT ON FACILITIES/OPS** 2

Project Management

(4) PROJECT PHYSICAL FEASIBILITY 4**(5) DIRECTOR'S RECOMMENDATION** 4**(6) COST FEASIBILITY** 4

More durable furniture, flooring, AV

TIME TO COMPLETE

3-9 months

(7) PROJECT START/FINISH FEASIBILITY 4**NOTES****Impact Score** 0 through 4 (0= lowest, 4= highest)**Feasibility Score** 0 through 4 (0= lowest, 4= highest)**Public Bid** yes Flooring only**DSA** no**Gafcon** no**Proj. Manager** GC Facilities**In-House** no**Contractor** yes Flooring**Join Projects** yes**Impact Notes**

The flooring will be the biggest impact to install. Approximately one week of no use of the lobbies. Furniture can go in a day or two. AV maybe 2-5 days.

Additional Notes

The four parts of the project can be done separately or in any order. The preferred priority timeline would be; 1. Furniture 2. AV 3. Flooring 4. Blinds

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: Sue Gonda, Club Advisor

Phone Extension: 7875

Department/Program: AAUW Club/Student Affairs

Date: 4/9/2019

Brief Project Name: End Period Poverty-Free Sanitary Products

Project **FPR 19.011**

Number: _____

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

(Facilities Director fills this in)

Project Location (building/room number): Women's Student Bathrooms

1. Project Description (please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):
Placing a box/basket in the student women's bathrooms with free sanitary products, with the label something like: "Leave one if you can; take one if you need it." The Grossmont Club, American Association of University Women would like to help girls who instantly need a product. Inspired by the Oscar winning film "Period, End of Story," the students discussed the cost and embarrassment when students don't have supplies available.

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): health and ability for students to stay on campus in emergencies

3. State briefly how this project affects students and how many will be directly affected: This kind of campaign is currently underway in England, and one of the club officers, who is from Brazil, told the club that this strategy was helpful at her college there as well. The term "period poverty" is part of an international movement designed to give women the most basic need. When caught unprepared or when funds are low, students have to leave campus or are forced to ask strangers for help. While we may have supplies available in Gizmo's Kitchen or in the Health Center, the bathrooms are where the students need supplies in case of emergency. There can also be a collaboration within these entities in Student Affairs, with the help of the AAUW Club.

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 a request coming from the students in the AAUW club.

5. List the other departments, programs, or services that may be impacted by this project: All females on campus.

6. Estimated Cost (if known): unknown - minimal
Health Center, donations by students and others

Potential/Recommended funding source: Gizmo's kitchen,

7. When is this project needed? ASAP

Chair/Supervisor (print name & signature): Susan Gonda, Club Advisor

Date 4/9/2019

Dean/Director (print name & signature):

Date 4/10/19

Vice President (print name & signature):

Date 4/10

Facilities Director (print name & signature):

Digitally signed by
Loren Holmquist
Date: 2019.05.24
09:52:20 -07'00'

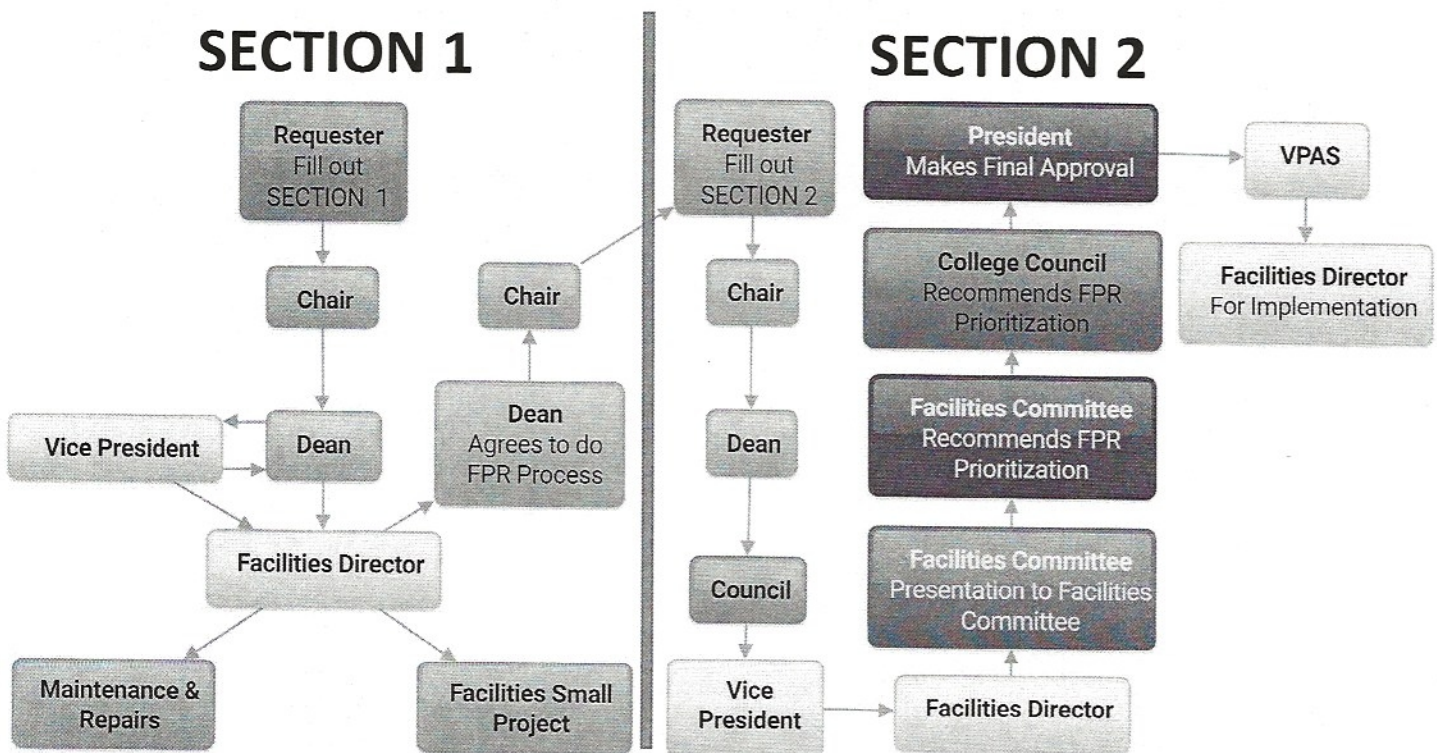
Date



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

Facilities Committee: 3-15-19

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# 19.011

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: Sue Gonda

Phone Extension: 7875

Department/Program: AAUW Club/Student Affairs

Date: 6/09/2019

Brief Project Name: End Period Poverty - Free Sanitary Products

Project

Number: ? FPR 19.011 ?

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

(Facilities Director fills this in)

Project Location (building/room number): Campus Women's Bathrooms

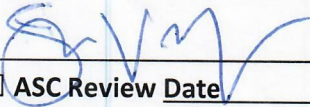
1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible*):
All that is asked from facilities is some type of box in each women's restroom for women to leave a product or take a product. This kind of campaign is currently underway around world and in the U.S. The point is to end "period shaming," in which women have to hide their needs for products. The AAUW Club discussion took place after viewing the Oscar-winning documentary, "Period. End of Sentence." One of the club officers, who is from Brazil, told the Club that a free "take one/leave one" strategy was helpful at her college, prompting Club action. The term "period poverty" is part of an international movement designed to give women the most basic hygienic needs to function normally - in this case, to attend classes without shame, or miss classes due to blood stains. When caught unprepared or when funds are low, students have to leave campus or are forced to ask strangers for help. While bathrooms are stocked with TP, soap & water, it is a matter of gender equity and dignity for women to have basic menstrual supplies where & when they need them. While we may have supplies available in Gizmo's Kitchen or in the Health Center, the bathrooms are where the students need supplies in case of emergency. AAUW Club proposes to collaborate with these campus entities and create a "take one/leave one" campaign, where the supplies are available in boxes located in the bathrooms. (Brookline, MA, just passed a city ordinance to have them in all public restrooms. California, Illinois and New York have passed state laws requiring menstrual products in many public schools).
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): Health/Sanitation equity on par with having toilet paper available, especially for low-income students.

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?
Half or more of GC students are female. Menstruation is still associated with a stigma in which women hide their need for products, need to beg from strangers in an emergency, or worst case, hide out in a bathroom or leave campus when they realize they are without protection.
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):
This is a very simple concept that is being implemented internationally. All that is asked from facilities is some type of box for students to leave a product or take a product. AAUW Club will help facilitate this campaign
5. Describe the impact on other departments, services or programs if this project is completed:
N/A
6. Describe how this project meets sustainability and accessibility principles:
 (Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)
Female low income students and students with disabilities are especially vulnerable when caught without these basic sanitation needs.
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)Depending upon how this is implemented, it can be done with very little cost, or dispensers can be placed in bathrooms at a cost. If we go with simple boxes and donated supplies (supplemented from Health Services or Gizmo's kitchen?), then this can be accomplished for the cost of the boxes and minimal budget
8. Describe the timeline for the project (Is the project urgent – how so?):
This is an ongoing problem - for centuries. The impetus behind this international campaign is to recognize and address these basic hygienic needs of women ASAP.

ALL signatures are required to proceed to the Facilities Committee

Chair/Supervisor (print name & signature): (Sue Gonda, Club Advisor), but Sara Varghese is Dean

Date _____

Dean/Director (print name & signature): 

Date 6/19/19

☐ AAC Review Date _____

☐ ASC Review Date _____

☐ SSC Review Date _____

Vice President (print name & signature): 

Date _____

Facilities Director (print name & signature): _____ Date **8/25/19**

Digitally signed by Loren
Holmquist
DN: c=US,
email=Loren.Holmquist@grossmont.edu,
ou=Facilities Department,
o=Grossmont College,
cn=Loren Holmquist
Date: 2019.08.25
16:46:02 -0700

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

FPR Director's Report

Date 9/9/2017 FPR# 19.011

Project Name: End Period Poverty

Description Free Sanitary Products

Dean: Sara Varghese

Ph# 0

Email 0

Contact: Sue Gonda

Ph# 7875

Email 0

DEPARTMENTSGC Facilities
Dist. Facilities
Dist. IS
AV
Inst. Ops
FUSION**COST**\$200-\$4000
\$0
\$0
\$0**COMMENTS****TOTAL ESTIMATE COST**

\$200-\$4000

Including Public Works & Engineering

POSSIBLE COST REDUCTION

\$0

TOTAL COST WITH REDUCTION

\$0

Possible Criteria Scores: (High) = 4, (Good) = 3, (Fair) = 2, (Poor) = 1, (Zero) = 0

- (1) CONSTRUCTION IMPACT ON STUDENTS/STAFF 1
 (2) CONTINUAL IMPACT ON FACILITIES/OPS 1
 (3) CONSTRUCTION IMPACT ON FACILITIES/OPS 2
 (4) PROJECT PHYSICAL FEASIBILITY 4
 (5) DIRECTOR'S RECOMMENDATION 4
 (6) COST FEASIBILITY 3
 TIME TO COMPLETE 2 months
 (7) PROJECT START/FINISH FEASIBILITY 4

NOTES

Impact Score 0 through 4 (0= lowest, 4= highest)
 Feasibility Score 0 through 4 (0= lowest, 4= highest)
 Public Bid no
 DSA no
 Gafcon no
 Proj. Manager GC Facilities
 In-House yes
 Contractor no
 Join Projects no

Impact Notes	The installation of the sanitary product bins could be minimal or cutting into wall and tile to insert them into the wall. So, there may be a few restrooms that will need to be shutdown for short periods of time.
Additional Notes	The student AAUW Club will be responsible for stocking the sanitary product bins with sanitary products for women. Restrooms have the highest code requirements then any other location on campus in terms of ADA. For example, ADA codes do not allow anything protruding from the wall more than 4" and needs to be accessible from a wheel chair between 18" to 48". The installation would have to be researched per restroom. AAUW Club has agreed not to place in every restroom, but at least four quadrants of the campus. If approved, Facilities will look at 13 possible locations to find at least 5 feasible installations, including one for district.