Facilities Project Request (FPR)

11-5-18

Through the AUP

**Facilities Project Requests are submitted in two stages:**

1. **Feasibility Study – Section 1**
   1. Submitted to the Facilities Director for review and input
   2. Send electronically to [Loren.Homquist@gcccd.edu](mailto:Loren.Homquist@gcccd.edu)
   3. Due on June 1
2. **Finalized Facilities Project Request (FPR) – Section 2**
   1. Feasibility Study must be completed first
   2. Submitted to the Grossmont College Facilities Committee
   3. Send to CPIE through the AUP
   4. Due on October 1

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**Facilities Project Request (FPR)**

Feasibility Study

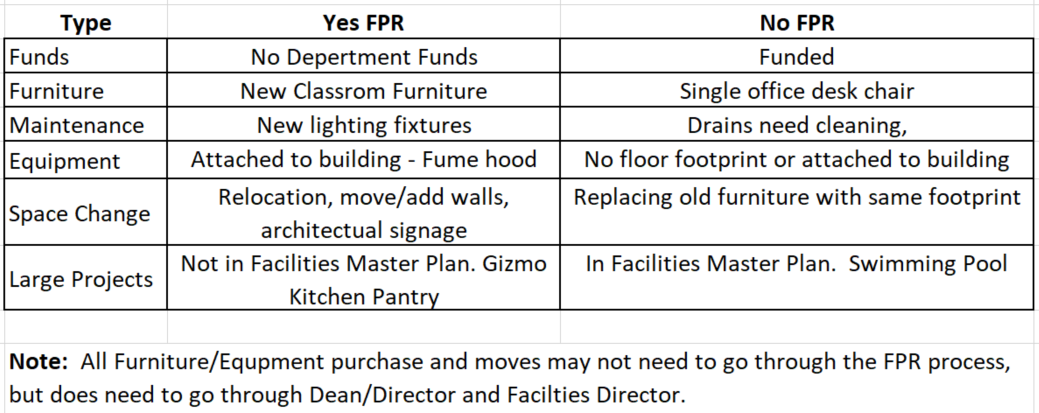
**Objectives** of the Feasibility Study:

1. Provide programs **the opportunity to envision projects** in a draft form.
2. **Determine the appropriateness** **of the request** for review by the Facilities Committee (it may more appropriately handled by a capital campaign or routine maintenance).

1. **Garner support from the Facilities Director** who will provide input and suggestions for the final submission of the FPR to the Facilities Committee.

**Required Signatures** for the Feasibility Study *(Obtain* ***before*** *the due date of October 1)*

1. Submitter – Program Chair or Supervisor
2. Manager – Division Dean or Director
3. Vice President – Of the requestor’s department

**EXAMPLES** of FPR projects

* Not sure if project should go through the FPR process? Email [loren.holmquist@gcccd.edu](mailto:loren.holmquist@gcccd.edu)

Facilities Project Request (FPR)

11-5-18

**Section 1 - Feasibility Study**

**Date**:       **FPR#**:       *(Office Use)*

**Requestor’s Name**:

**Phone**:

May we contact you in the summer if questions arise?  Yes  No

If yes, please provide contact information if different from above.

If no, please provide name and phone number of summer contact:      

**Department/Program**:

**Project *Name***:

*(Brief phrase identifying need such as “Foreign language lab space expansion”)*

**Project Location** (building/room number):

1. Project Description (*Please be specific and thorough. You may attach a diagram or sketch of the proposed project to help illustrate your project. Word count suggestion: 100 to 500 words:*

1. Project Category (check all that apply)

Technology: audiovisual, computers, data, software or phones

Construction: building or structure modification or new construction

Electrical, mechanical, plumbing

Landscape or outdoor project

Furniture or space utilization:

Reconfiguration of furniture

Reconfiguration of the layout of a shared space

New furniture (For individual offices, a different process is used: please see you dean.)

1. Safety/Health Concern *Is your project an OSHA concern? (Occupational Safety and Health Administration)*

Yes  No  unsure

Comments:

1. FMO Impact (*Will your project require extensive labor or time from Facilities, Maintenance, & Operations staff?).*

Yes  No  unsure

Comments:

1. Student Impact (*Briefly explain how your project affects students, including in terms of academic success, accessibility, retention, equity, and guided pathways). Word count suggestion: 100 to 500 words:*

1. Campus Impact (*List the other departments, programs, or services that may be impacted by this project).*

1. How many students will benefit from your project?

1. Project Support

**Is your project previously recognized in the college planning processes? Check all that apply.**

Yes  No  Unsure Recommendation from Program Review Committee ([Link](https://www.grossmont.edu/faculty-staff/cpie/programreview.php))

Yes  No  Unsure Department or Program Annual Plan.

Yes  No  Unsure College or District Facilities Master Plan ([Link](https://www.gcccd.edu/facilities/GCCCD%20FMP_2020%20Update_20200407.pdf)).

Yes  No  Unsure (QUALIFY WHICH) Strategic Plan [(Link)](https://www.gcccd.edu/about-us-area/documents/Strategic%20Plan-Grossmont.pdf)

Yes  No  Unsure Educational Master Plan [(Link)](https://www.gcccd.edu/about-us-area/educational-master-plan.html)

Yes  No  Unsure Student Success and Equity [(Link)](https://www.grossmont.edu/faculty-staff/cpie/student-success-and-equity.php)

1. Budget

Estimated Cost (if known):

Potential/Recommended funding source:

1. Time-Line

Ideal target date:

Consequence if target date unmet:

1. Signatures (*Please secure signatures before submitting your Feasibility Study to the Facilities Director. Feasibility Studies without signatures will be returned. This may jeopardize the success of the study.)*

Chair/Supervisor (print name & signature):       Date

Dean/Director (print name & signature):       Date

Vice President (print name & signature):       Date