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
	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

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