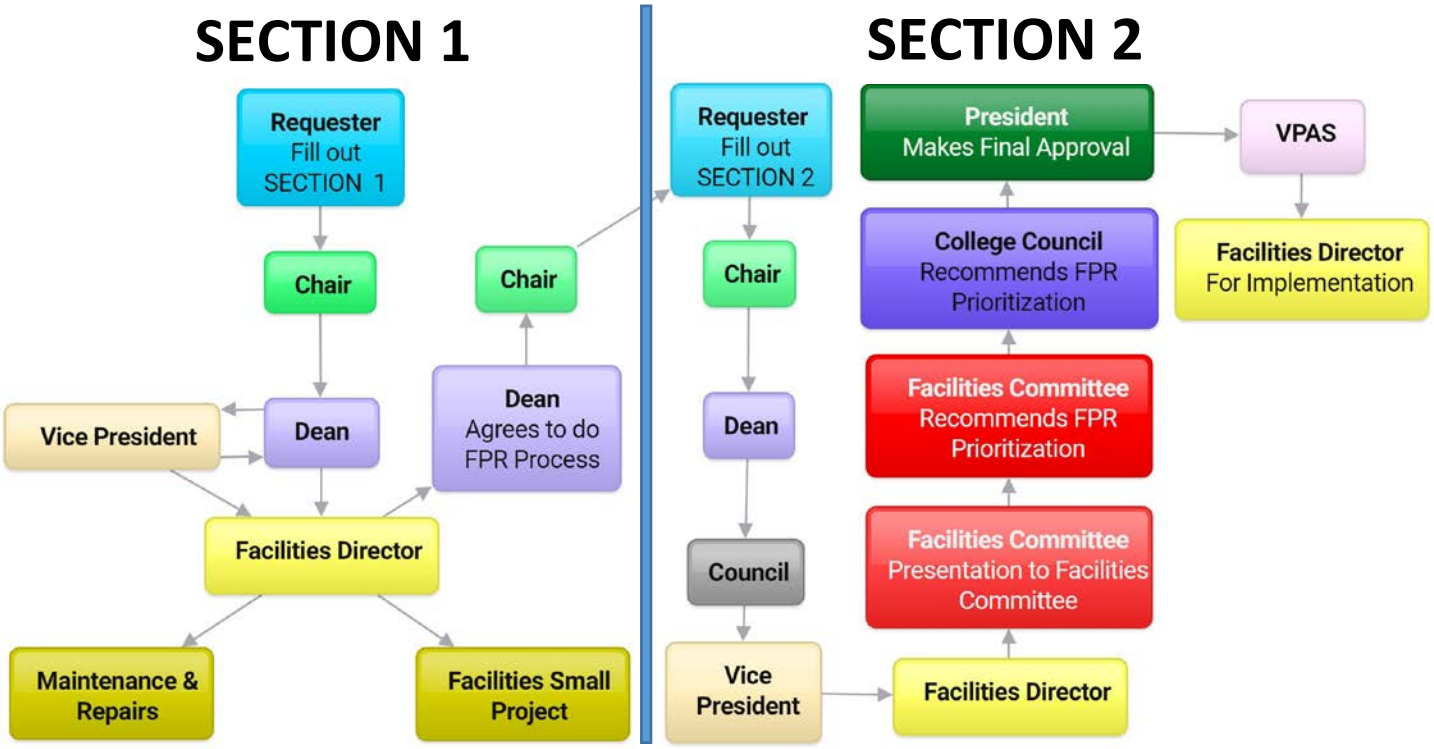
(FPR) Facilities Project Request - FLOWCHART



STEP 1 Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed. NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

FPR TIMELINE FOR 2019

Mar 15 Facilities Director sends out FPR form to the campus
April 3 Requester turns in ***SECTION 1*** to their Chair/Supervisor
April 12 Dean turns in ***SECTION 1*** to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP
May 24 Vice President turns in ***SECTION 2*** to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date
June, July & August - No Facilities Committee meeting -
Aug 19 Facilities Director sends out FPR reports and scorecards to the Facilities Committee
Sept 4 First Facilities Committee meeting after summer and the start of the FPR prioritization
Nov 6 Facilities Committee recommends FPR prioritization to College Council
Nov College Council recommends to President

Facilities Project Request (FPR) – Grossmont Facilities Committee

SECTION 1 – Condensed Summary: This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: Lisa Oertling/Diana Vance Phone Extension: 7339

Department/Program: Chemistry and Science Date: 9/28/20

Brief Project *Name*: Maintenance of Chemistry lab rooms and chemical fume hoods

Project Number: FPR2021-04

(Brief phrase identifying need such as "Foreign language lab space expansion") *(Facilities Director fills this in)*

Project Location (building/room number): Second floor of bldg 30 rooms 222, 240, 242, 232, 250

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

Students use the chemical fume hoods for many of their experiments in order to maintain their safety. Students will ue the stainless steel bars in the hoods to stabilize lab glassware and equipment during an experiment. After years of experiments the bars in the hoods have rusted which could eventually break and become unsafe.

There is also damage to the drain trays for each fume hood. Paint has come off and rusting has damaged the trays.An extreme case is that one of the trays has completely fallen off the fume hood. When students are working in the hood their bodies are in direct contact with these drain trays.

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

- [ ] Audiovisual, computers, data, software or phones
- [ ] Building/structure modification or new construction
- [X] Electrical, mechanical, plumbing
- [X] 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
- [X] Other (i.e., health/safety – please explain):

3. State briefly how this project affects students and how many will be directly affected: Every chemistry student that takes chemistry 102, 113, 115, 116, 120, 141, 142, 231, 241L, 232, and 242L uses the chemistry laboratories and sometimes chemistry 110 students as well. Students will directly benefit from chemical hoods that are safe and maintained properly.

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): These projects are basic maintenance of our college buildings and learning spaces.

5. List the other departments, programs, or services that may be impacted by this project: Each semester there is a one day soldering class held in one of the labs

6. Estimated Cost (if known): This request is for routine maintenance that needs to be performed to maintain our chemistry laboratories. Potential/Recommended funding source:

7. When is this project needed? The chemistry department is having 7 on ground chemistry classes in the Spring semester 2021 in lab rooms where the students use the fume hoods for all of their lab experiments. We would need the drain trays repaired and rust removed from the hood stabilizing bars by the start of the Spring semester 2021.

!

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

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

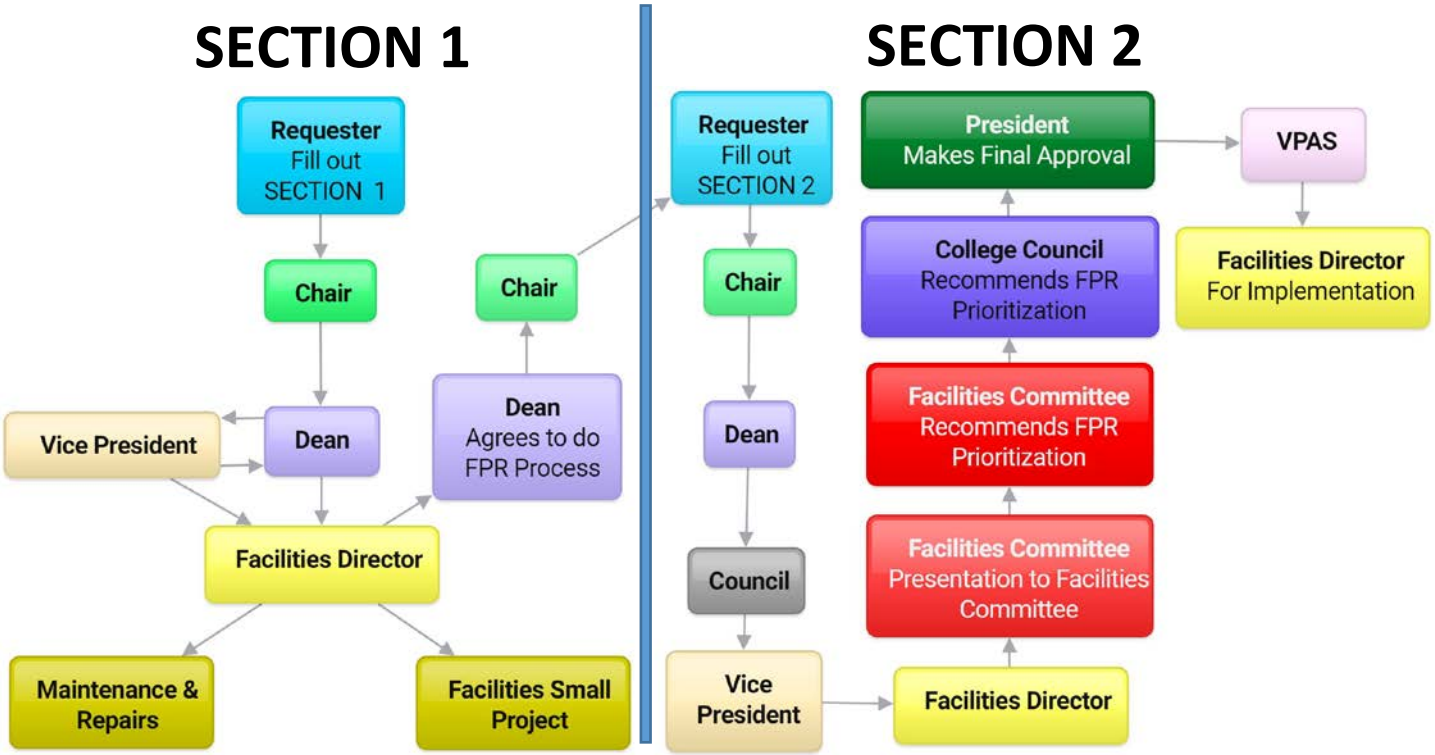
Vice President (print name & signature): _____ Date _____

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

STOP

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



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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: Lisa Oertling/Diana Vance

Phone Extension: 7339

Department/Program: Chemistry and Science

Date: 11.16.2020

Brief Project *Name*: Maintaining Chemistry lab room chemical fume hoods

Project Number: _____
(Facilities Director fills this in)

Project Location (building/room number): Bldg. 30 Rms. 222,240,242,250

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*
Students use the chemical fume hoods for many of their experiments in order to maintain their safety. Students will use the stainless steel bars in the hoods to stabilize lab glassware and equipment during an experiment. After years of experiments the bars in the hoods have rusted which could eventually break and become unsafe.
There is also damage to the drain trays for each fume hood. Paint has come off and rusting has damaged the trays. An extreme case is that one of the trays has completely fallen off the fume hood. When students are working in the hood their bodies are in direct contact with these drain trays.

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):**

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?

Facilities for students should be properly maintained . Students should not be asked to work in environments where sinks to do not properly drain or in hoods that are rusty. The number of students working in a lab room varies. The chemistry department serves more than 800 students each semester.

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):*

Maintenance of the lab rooms is mentioned in the AUP and the AUP Update.

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)

The ADA hoods are particularly rusted with peeling paint.

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)*

TBD

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

Prior to the start of the spring 2021 semester as the labs are not currently being utilized by students.

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

Chair/Supervisor (print name & signature): Diana Vance Date November 24, 2020

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): _____ Digitally signed by Loren Holmquist DN: C=US, E=loren.holmquist@gcccd.edu, O=GCCCD, OU="Facilities, Maintenance, Operations at Grossmont College", CN=Loren Holmquist Date: 2020.11.30 19:49:50-08'00' 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